

GENERAL GOVERNMENT OVERVIEW

The General Government function consists of the following Departments and Offices: Town Council, Town Clerk, Town Manager, Corporation Counsel, Registrar of Voters and Assessor. The Town Clerk and Registrars of Voters are elected officials; the Town Manager and Corporation Counsel are appointed by the Town Council; and, the Town Assessor is appointed by the Board of Assessors.

BUDGET SUMMARY GENERAL GOVERNMENT					
	<u>Actual 2010-2011</u>	<u>Adopted 2011-2012</u>	<u>Estimated 2011-2012</u>	<u>Adopted 2012-2013</u>	<u>Percent Change</u>
Town Council	372,468	\$ 384,185	\$ 374,185	\$ 387,855	1.0%
Town Clerk	269,572	273,568	264,548	275,588	0.7%
Town Manager	262,140	299,801	299,801	262,618	-12.4%
Corporation Counsel	433,330	450,979	450,979	449,934	-0.2%
Registrar of Voters	318,599	264,156	262,523	264,156	
Assessor	<u>568,505</u>	<u>600,589</u>	<u>600,589</u>	<u>630,077</u>	4.9%
TOTAL	\$2,224,614	\$2,273,278	\$2,252,625	\$2,270,228	-0.1%

TOWN COUNCIL

MISSION

This office handles the administrative work of the Town Council which includes: posting and recording agendas and minutes of the Town Council meetings and sub-committee meetings; handling routine requests for information from the public and Town Council members; and, providing assistance to the Town Council in responding to citizens' requests for information. The office also is responsible for filings of Risk Management claims, Candidate and Committee Financial Reports, Candidate State Filings, Agendas for Boards and Commission meetings, administration of Board and Commission Appointments/Resignations, Legal Notices, and Administration of Justices of the Peace. In addition, the Town Council has oversight over dues and contributions to outside agencies and retains an independent accounting firm to audit the financial activity of the Town.

**BUDGET SUMMARY
TOWN COUNCIL**

<u>Expenditures:</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Wages & Salaries	\$ 124,397	\$126,245	\$56,940	\$126,245	\$135,067	7.0%
Operating Expense	238,543	248,543	236,667	238,543	242,727	-2.3%
Social Security	<u>9,528</u>	<u>9,397</u>	<u>4,309</u>	<u>9,397</u>	<u>10,061</u>	7.1%
TOTAL	\$372,468	\$384,185	\$297,916	\$374,185	\$387,855	1.0%

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
<u>Full-Time Positions:</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2012-2013</u>
General Fund	2.0	2.0	2.0	2.0	2.0

BUDGET & PROGRAM HIGHLIGHTS

The Town Council's budget increases \$3,670 or 1.0% in fiscal year 2013. A payroll increase of 7.0% reflects a cost-of-living increase for one position and an adjustment to the Town Clerk pay schedule. Operating expenses are consistent with the prior year. The increase in social security is consistent with increased wages.

SUMMARY OF EXPENDITURES

<u>Expenditures</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$123,893	\$125,745	\$56,727	\$125,745	\$134,567	7.0%
Education Premium Pay	504	500	213	500	500	
Dues	83,423	83,423	83,423	83,423	87,607	5.0%
Professional Services	41,750	41,750	40,000	41,750	41,750	
General Contribution	113,370	123,370	113,244	113,370	113,370	-8.1%
Social Security	<u>9,528</u>	<u>9,397</u>	<u>4,309</u>	<u>9,397</u>	<u>10,061</u>	7.1%
Total Department	\$372,468	\$384,185	\$297,916	\$374,185	\$387,855	1.0%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Town Clerk	1	1	1	1	1
Assistant to Town Council		1	1	1	1
Senior Staff Assistant	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL	2	2	2	2	2

TOWN COUNCIL– BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The Town Council office is staffed with 2 full time positions. A Town/Council Clerk is elected every four years with the salary set by Town Council resolution on a biennial basis. In addition, the department employs a non-union Assistant to the Town Council, upgraded from a Senior Staff Assistant in fiscal year 2011. A cost-of-living increase is budgeted for the non-union position.

Education Premium Pay: Non-union employees in administrative classifications are eligible for education attainment payments of \$500 for an Associates Degree or \$800 for a Bachelors degree.

Dues and Travel: The Town pays dues to several organizations as detailed in the chart below. The memberships for fiscal year 2013 are 5.0% higher than fiscal year 2012.

Dues to Outside Agencies

<u>Agency</u>	<u>Actual</u> <u>2011</u>	<u>Adopted</u> <u>2012</u>	<u>Estimated</u> <u>2012</u>	<u>Adopted</u> <u>2013</u>
Capital Region Council of Governments (CRCOG)	\$34,847	\$34,847	\$34,847	\$38,332
Greater Hartford Transit District (GHTD)	7,936	7,936	7,936	8,225
CT Conference of Municipalities (CCM)	<u>40,640</u>	<u>40,640</u>	<u>40,640</u>	<u>41,050</u>
TOTAL	\$83,423	\$83,423	\$83,423	\$87,607

Professional Services: This appropriation funds the cost of the Town Council's annual financial audit. The Town and the Board of Education split the cost of the audit equally.

General Contribution: This appropriation funds contributions to numerous not-for-profit organizations as detailed below.

Contributions to Outside Agencies				
<u>Agency</u>	<u>Actual 2011</u>	<u>Adopted 2012</u>	<u>Estimated 2012</u>	<u>Adopted 2013</u>
West Hartford Youth League	\$34,000	\$34,000	\$34,000	\$35,000
Noah Webster Foundation	38,000	30,000	30,000	30,000
West Hartford Community Television	20,100	20,100	20,100	20,100
West Hartford Initiative on Racial & Ethnic Diversity (WHIREd)		10,000		
West Hartford Art League	5,000	5,000	5,000	4,000
Playhouse on Park	5,000	5,000	5,000	5,000
North Central Regional Mental Health	4,270	4,270	4,270	4,270
Community Renewal Team	4,000	4,000	4,000	4,000
Interval House	3,000	3,000	3,000	3,000
West Hartford Community Theater		4,000	4,000	4,000
West Hartford Symphony		4,000	4,000	4,000
TOTAL	\$113,370	\$123,370	\$113,370	\$113,370

Social Security: This appropriation is for required federal payments based upon actual wages paid.

PROGRAM PERFORMANCE MEASURES & INDICATORS					
(Calendar Year)					
	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Actual 2011</u>
Number of Public Hearings	15	35	18	11	20
Number of Town Council Meetings	23	21	21	21	20

TOWN CLERK

MISSION

The Connecticut General Statutes require that every Town elect or appoint a Town Clerk. The mission of the Town Clerk's office is to carry out the duties and responsibilities of this office as prescribed in the Connecticut General Statutes. This is done to ensure uniformity throughout the State and to provide for the proper maintenance of important documents, issuance of various licenses and permits, and a place where the public can become informed about on-going events in local government.

**BUDGET SUMMARY
TOWN CLERK**

<u>Expenditures:</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Wages & Salaries	\$146,235	\$150,969	\$70,097	\$150,949	\$158,965	5.3%
Operating Expense	115,404	114,050	37,849	105,050	107,250	-6.0%
Social Security	<u>7,933</u>	<u>8,549</u>	<u>3,843</u>	<u>8,549</u>	<u>9,373</u>	9.6%
TOTAL	\$269,572	\$273,568	\$111,789	\$264,548	\$275,588	0.7%
<u>Revenues:</u>						
Intergovernmental	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$	-100.0%
Licenses and Permits	26,487	28,030	9,499	28,030	28,030	
Charges for Services	<u>1,208,989</u>	<u>2,506,450</u>	<u>646,347</u>	<u>1,290,650</u>	<u>1,290,650</u>	-48.5%
TOTAL	\$1,241,476	\$2,540,480	\$661,846	\$1,324,680	\$1,318,680	-48.1%

	Authorized Positions			Revised	Adopted
<u>Full-Time Positions:</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2012-2013</u>
General Fund	2.5	2	2	2	2

BUDGET & PROGRAM HIGHLIGHTS

The Town Clerk's budget increases \$2,020, or 0.7%, in fiscal year 2013. A payroll increase of \$7,996 or 5.3% reflects contractual cost-of-living and merit increases. Operating expenses show a decrease of \$6,800, primarily due to a historic document preservation grant (\$6,000) received in the current year. The department will be applying for this grant again in fiscal year 2013. The appropriation for social security is increased based upon wages.

Revenues in the Town Clerk's office reflect a decrease in conveyance tax activity (\$1,200,000). This is attributed to a legislative change made to the Governor's proposal to double the municipal real estate conveyance tax rate. The actual language passed by the General Assembly required revenue sharing statewide instead and this generates less revenue for the Town (\$1,000,000). An additional \$200,000 in conveyance revenue was added to the fiscal year 2012 adopted budget anticipating higher levels of real estate activity. This has not materialized and the additional revenue is not included in the fiscal year 2013 budget.

SUMMARY OF REVENUES

<u>Revenues</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Intergovernmental Revenue	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$	-100.0%
Licenses and Permits	26,487	28,030	9,499	28,030	28,030	
Conveyance Taxes	711,403	2,000,000	398,353	800,000	800,000	-60.0%
Land Records Fee	374,222	385,000	179,809	362,000	362,000	-6.0%
Charges for Services	<u>123,364</u>	<u>121,450</u>	<u>68,185</u>	<u>128,650</u>	<u>128,650</u>	5.9%
Total Department	\$1,241,476	\$2,540,480	\$661,846	\$1,324,680	\$1,318,680	-48.1%

SUMMARY OF EXPENDITURES

<u>Expenditures</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$98,719	\$106,169	\$48,340	\$106,169	\$114,185	7.6%
Temporary Payroll	46,729	44,000	21,425	44,000	44,000	
Education Premium Pay	787	800	332	780	780	-2.5%
Office Expense	77,075	36,900	12,523	32,900	34,400	-6.8%
Dues and Travel	150	550	430	550	550	
Advertising	11,581	10,000	2,464	10,000	10,000	
Professional Services	13,550	19,500	2,705	16,500	17,500	-10.3%
Printing/Binding Services	660	800	240	800	800	
Office Equipment	3,000	2,000	849	2,000	2,000	
Information Technology	6,872	41,300	17,822	39,300	39,000	-5.6%
Telecommunications	2,516	3,000	816	3,000	3,000	
Social Security	<u>7,933</u>	<u>8,549</u>	<u>3,843</u>	<u>8,549</u>	<u>9,373</u>	9.6%
Total Department	\$269,572	\$273,568	\$111,789	\$264,548	\$275,588	0.7%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised 2011-12</u>	<u>Adopted 2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Assistant Town Clerk	1	1	1	1	1
Staff Assistant	0.5				
Clerk of Vital Statistics	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	2.5	2	2	2	2

TOWN CLERK– BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The Department is staffed with 2 full-time positions for fiscal year 2013, consistent with the prior year. The budget reflects contractual cost-of-living and merit increases.

Temporary Payroll: The temporary payroll appropriation (\$44,000) is consistent with the prior year. In addition to daily responsibilities, the temporary staff also covers lunch hours, vacations, high volume periods and special projects (elections, dog licensing month).

Education Premium Pay: Members of the clerical union are eligible for education attainment payments of \$480 for an Associates Degree or \$780 for a Bachelor's Degree.

Office Expense: The office expense appropriation is reduced by \$2,500 or 6.8% in fiscal year 2013. The appropriations for supplies and postage have been increased in line with the added costs anticipated for the presidential election. In addition, the Town has not yet been notified if it will receive a Historic Document Preservation grant for fiscal year 2013, resulting in a decrease to both revenue and appropriations of \$6,000.

Dues and Travel: This appropriation maintains membership to the CT Clerks Association and attendance at educational training seminars sponsored by the State. These training sessions are required to learn about changes in legislation, policies and procedures as they relate to all functions of the Town Clerk's office.

Advertising: This appropriation is used for publishing meeting dates, agendas, ordinances and elections as required under FOI rules and is reduced based upon anticipated needs.

Professional Services: This appropriation is used for Court Reporters, which are required for many Public Hearings regarding zoning issues, as well as land record auditing services. This appropriation is reduced \$2,000 (-10.3%) due to a decline in land record audits required in the current economy.

Printing/Binding Services: Costs for printing of Town Council Agendas, Absentee Ballots for Referendums, or larger volume printing projects. The department is utilizing the Board of Education print shop more as it is deemed cost beneficial.

Office Equipment: Replacement of printers, toner, ink cartridges, label makers associated with printing and binding Land Records and Vital Statistics.

Information Technology: This appropriation finances the cost of annual software maintenance contracts for the land records system, General Code and Clerk Index, as well as the contract for Web Hosting and Electronic Backup system for Land Records offsite for enhanced security. The appropriation is reduced \$2,300 (-5.6%) due to a software maintenance contract (Map printer/scanner) which is no longer required.

Telecommunications: This appropriation funds the costs associated with the desktop telephone services.

Social Security: Required federal payments based upon actual wages paid.

PROGRAM PERFORMANCE MEASURES & INDICATORS					
	(Calendar Year)				
	<u>Actual</u> <u>2007</u>	<u>Actual</u> <u>2008</u>	<u>Actual</u> <u>2009</u>	<u>Actual</u> <u>2010</u>	<u>Actual</u> <u>2011</u>
Land Records Processed	12,822	11,149	12,820	12,286	10,851
Birth Certificates	657	649	653	651	619
Death Certificates	787	772	778	825	780
Marriage Certificates	449	443	497	489	391
Burial/Cremation permits				444	568
Certified Copies Vital Statistics				4,150	4,379
Dog Licenses	2,937	3,113	3,366	3,069	2,952
Liquor permits	100	122	114	123	144
Trade Names	204	228	134	170	128
Notary Commission	131	169	145	141	115
Notary Fees		192	451	464	437
Absentee Ballots Processed				2,794	572

TOWN MANAGER

MISSION

Under the direction of the Town Council, the Town Manager's primary mission is to provide the leadership, vision and oversight to ensure the effective delivery of public services. The Town Manager is appointed by the Town Council and is the organization's chief executive officer overseeing the administrative operations of the Town government. Responsibilities include the execution of all laws and ordinances; development and execution of the annual operating and capital budgets; and communication with the Town Council. The Town Manager implements and monitors policies adopted by the Town Council.

BUDGET SUMMARY TOWN MANAGER						
<u>Expenditures:</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Wages & Salaries	\$242,072	\$241,366	\$106,267	\$241,366	\$244,141	1.1%
Operating Expense	5,527	44,150	1,323	44,150	4,150	-90.6%
Social Security	14,541	14,285	4,157	14,285	14,327	0.3%
TOTAL	\$262,140	\$299,801	\$111,747	\$299,801	\$262,618	-12.4%
<u>Revenues:</u>						
Intergovernmental	\$ _____	\$40,000	\$14,032	\$40,000	\$ _____	-100.0%
TOTAL	\$ _____	\$40,000	\$14,032	\$40,000	\$ _____	-100.0%

<u>Full-Time Positions:</u>	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-2010</u>	<u>2010-2011</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
General Fund	2	2	2	2	2

BUDGET & PROGRAM HIGHLIGHTS

The budget for the Town Manager's office for fiscal year 2013 is decreased by \$37,183 or 12.4%. Wages and salaries increase 1.1% and relate to a budgeted cost-of-living increase for one non-union position. There is no change in the compensation for the Town Manager. Operating expenses and revenues are reduced in fiscal year 2013 because Local Energy Assurance Plan (LEAP) funding and program expenditures are excluded. This grant was a one time payment made only in fiscal year 2012. Social security reflects the wage increase.

Fund: General Fund
Department: Town Manager

SUMMARY OF REVENUES

<u>Revenues</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
LEAP Grant	\$	\$40,000	\$14,032	\$40,000	\$	-100.0%
TOTAL	\$	\$40,000	\$14,032	\$40,000	\$	-100.0%

SUMMARY OF EXPENDITURES

<u>Expenditures</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$241,265	\$240,566	\$105,927	\$240,566	\$243,341	1.2%
Education Premium Pay	807	800	340	800	800	
Office Expense	4,680	42,900	1,072	42,850	2,850	-93.4%
Dues and Travel	100	500	35	500	500	
Printing/Binding Services	25		19	50	50	
Office Equipment	116					
Telecommunications	606	750	197	750	750	
Social Security	14,541	14,285	4,157	14,285	14,327	0.3%
Total Department	\$262,140	\$299,801	\$111,747	\$299,801	\$262,618	-12.4%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Town Manager	1	1	1	1	1
Secretary to the Town Manager	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	2	2	2	2	2

TOWN MANAGER – BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The department is staffed with two full-time employees. The Town Manager's salary is set by contract and reflects no change from the current year. The Secretary to the Town Manager is a non-union position and reflects a cost-of-living increase.

Education Premium Pay: Non-union employees in administrative classifications are eligible for education attainment payments of \$500 for an Associates Degree and or \$800 for a Bachelors degree.

Office Expense: This appropriation covers office supplies, printing/copying and postage. In fiscal year 2012, the Town's Local Energy Assurance Planning grant was appropriated in this line item.

ANNUAL BUDGET 2012-2013

Dues and Travel: This appropriation is for dues to professional organizations; no appropriation is included for travel.

Telecommunications: This appropriation funds the cost of desktop telephone services for maintenance, long distance calls and circuits.

Social Security: This appropriation is for required federal payments based upon actual wages paid.

CORPORATION COUNSEL

MISSION

The mission of the Corporation Counsel's office is to appear for and protect the rights of the Town in all actions, suits or proceedings brought by or against the Town or any of its departments, offices, agencies, boards, commissions or employees.

**BUDGET SUMMARY
CORPORATION COUNSEL**

<u>Expenditures:</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Wages & Salaries	\$278,020	\$291,345	\$134,734	\$291,345	\$290,403	-0.3%
Operating Expense	135,082	139,560	51,108	139,560	138,460	-0.8%
Social Security	<u>20,228</u>	<u>20,074</u>	<u>9,123</u>	<u>20,074</u>	<u>21,071</u>	5.0%
TOTAL	\$433,330	\$450,979	\$194,965	\$450,979	\$449,934	-0.2%
<u>Revenues:</u>						
Charges for Services	\$ 11	\$ 50	\$ 2	\$ 50	\$ 50	
TOTAL	\$ 11	\$ 50	\$ 2	\$ 50	\$ 50	

<u>Full-Time Positions:</u>	Authorized Positions			<u>Revised</u>	<u>Adopted</u>
	<u>2009-2010</u>	<u>2010-2011</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
General Fund	3.5	3	3	3	3

BUDGET & PROGRAM HIGHLIGHTS

Overall, the Corporation Counsel's budget is decreased by \$1,045 or 0.2% in fiscal year 2013. Wages & salaries reflect a net decrease due to cost-of-living increases offset by longevity payments made in the prior year. Operating expenses decrease \$1,100 due primarily to a reduction in required printing and copying.

Fund: General Fund

Department: Corporation Counsel

SUMMARY OF REVENUES

<u>Revenues</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Copies	\$ 11	\$ 50	\$ 2	\$ 50	\$ 50	
Total Department	\$ 11	\$ 50	\$ 2	\$ 50	\$ 50	

SUMMARY OF EXPENDITURES

<u>Expenditures</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$278,020	\$290,895	\$134,734	\$290,895	\$290,403	-0.2%
Overtime		450		450		-100%
Office Expense	18,122	22,200	5,925	22,200	21,100	-5.0%
Dues and Travel	968	700		700	700	
Professional Services	72,183	73,000	25,047	73,000	73,000	
Contractual Services	42,664	42,500	19,779	42,500	42,500	
Printing/Binding Services	70	60		60	60	
Telecommunications	1,075	1,100	357	1,100	1,100	
Social Security	20,228	20,074	9,123	20,074	21,071	5.0%
Total Department	\$433,330	\$450,979	\$194,965	\$450,979	\$449,934	-0.2%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Deputy Corporation Counsel	1	1	1	1	1
Assistant Corporation Counsel	1	1	1	1	1
Legal Administrative Assistant	1	1	1	1	1
Staff Assistant	0.5				
TOTAL	3.5	3	3	3	3

CORPORATION COUNSEL – BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: Consistent with the prior year, the department is staffed with 3 full-time positions for fiscal year 2013. The budget reflects cost-of-living increases for non-union employees, merit increases for eligible employees and deferred compensation matching payments.

Overtime: A nominal amount had been budgeted for overtime based upon workflow needs of the department. This appropriation is eliminated for fiscal year 2013.

Office Expense: This appropriation funds office supplies, printing and postage costs of the department, as well as subscriptions to legal publications and updates for the department. The appropriation decreases due to decreased costs for printing and copying.

Dues and Travel: This appropriation is used to fund the Town's membership in the Connecticut Association of Municipal Attorneys, annual filings required for attorneys (2) by the State of Connecticut, and payment for seminars as required.

Professional Services: This appropriation is for outside legal services for the Town (\$8,000) and Board of Education (\$65,000) and is utilized when the Town has need for legal services in a specialized area.

Contractual Services: This appropriation funds the monthly stipend to the Town's Corporation Counsel.

Printing/Binding Services: This budget is for the printing of large volume projects through the Board of Education's print shop.

Telecommunications: This appropriation funds the cost of desktop telephone services for maintenance, long distance calls and circuits.

Social Security: This appropriation is for required federal payments based upon actual wages paid.

REGISTRAR OF VOTERS

MISSION

Together with the Town Clerk, the Registrar of Voters Office is charged with carrying out responsibilities in regard to the holding of elections. Specifically, the Registrar of Voters Office is responsible for all work related to the registration of voters and the administration of elections, primaries and referenda. Additionally, the Registrar is responsible for conducting an annual voter canvass to maintain an up-to-date list of eligible voters and their permanent addresses. These responsibilities are fulfilled under the guidance of the Secretary of the State. The mission of the Registrar of Voters is to fulfill these responsibilities as mandated by State statute.

BUDGET SUMMARY REGISTRAR OF VOTERS						
<u>Expenditures:</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Wages & Salaries	\$139,341	\$146,500	\$99,091	\$187,997	\$189,500	29.4%
Operating Expense	171,921	110,175	14,168	67,045	67,175	-39.0%
Social Security	<u>7,337</u>	<u>7,481</u>	<u>3,834</u>	<u>7,481</u>	<u>7,481</u>	
TOTAL	\$318,599	\$264,156	\$117,093	\$262,523	\$264,156	

BUDGET AND PROGRAM HIGHLIGHTS

The Registrar of Voters' fiscal year 2013 budget is consistent in total with fiscal year 2012. A shift between wages and salaries and operating expenses of \$43,000 results from the payment of election workers through the Town's payroll system, in accordance with IRS regulations. The department's expenditures are anticipated to decline in fiscal year 2013 to due a reduction in the number of polling stations (nine from twenty); however, this savings will be offset by an additional primary election in the same year.

Fund: General Fund
Department: Registrar of Voters

SUMMARY OF EXPENDITURES

<u>Expenditures</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$21,743	\$8,500	\$9,596	\$9,596	\$8,500	
Temporary Payroll	117,598	138,000	89,495	178,401	181,000	31.2%
Office Expense	54,627	46,825	8,587	46,825	46,825	
Dues and Travel	2,429	1,500	641	1,195	1,500	
Training			175	175		
Advertising		600		600	600	
Professional Services	89,810	45,000	475	2,000	2,000	-95.6%
Printing/Binding						
Services	160	250	80	250	250	
Office Equipment	950					
Telecommunications	11,438	6,000	4,210	6,000	6,000	
Operating Expense -						
Miscellaneous	12,507	10,000		10,000	10,000	
Social Security	<u>7,337</u>	<u>7,481</u>	<u>3,834</u>	<u>7,481</u>	<u>7,481</u>	
Total Department	\$318,599	\$264,156	\$117,093	\$262,523	\$264,156	

PROGRAM PERFORMANCE MEASURES & INDICATORS

(Calendar Year)

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Actual 2011</u>
Percent Voting:					
Gubernatorial				68%	
Municipal	38%		33%		30%
Presidential		84%			
Number of Eligible Voters	36,841	40,509	38,587	38,019	37,387

REGISTRAR OF VOTERS – BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This appropriation funds the cost of two Town employees who work for other departments, but assist with transporting, set-up and testing of voting machines as needed for elections.

Temporary Payroll: This appropriation funds the salaries of the Registrars and Deputy Registrars, which are set via Town Council resolution, as well as office staff for the department. In addition, poll workers are now funded under Temporary Payroll instead of Professional Services, in accordance with IRS regulations.

Office Expense: Office expense includes office supplies, postage and printing/copying costs for the operation of the office, all elections and the annual State mandated voter canvass.

Dues and Travel: This appropriation funds the cost of membership in the Registrar of Voters Association of CT, as well as costs for meals and mileage reimbursement.

Advertising: This appropriation funds election notices required by State law.

Professional Services: Funds are included for the training of poll workers, as required. In fiscal year 2012 this appropriation funded the cost of poll workers. Poll workers are now funded under Temporary Payroll.

Printing/Binding Services: The department utilizes the Board of Education print shop for large printing jobs.

Telecommunications: This appropriation funds the costs associated with desktop telephone services for maintenance, long distance calls and circuits. In addition, the cost of telephones at polling places is included in this line item.

Operating Expense - Miscellaneous: This budget funds the cost of maintaining the optical scan voting machines.

Social Security: This appropriation is for required Federal payments based upon actual wages paid.

ASSESSOR'S OFFICE

MISSION

To provide the highest quality services, exceeding customer expectations through effective and convenient service and communication, consistent and equitable assessments and processes, and the availability of accurate and timely information.

BUDGET SUMMARY ASSESSOR'S OFFICE						
<u>Expenditures:</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Wages & Salaries	\$499,936	\$520,074	\$238,395	\$520,074	\$547,478	5.3%
Operating Expense	31,424	41,450	17,761	41,450	41,450	
Social Security	<u>37,145</u>	<u>39,065</u>	<u>17,698</u>	<u>39,065</u>	<u>41,149</u>	5.3%
TOTAL	\$568,505	\$600,589	\$273,854	\$600,589	\$630,077	4.9%
<u>Revenues:</u>						
Charges for Services	<u>\$2,151</u>	<u>\$5,000</u>	<u>\$1,331</u>	<u>\$2,500</u>	<u>\$2,500</u>	-50.0%
TOTAL	\$2,151	\$5,000	\$1,331	\$2,500	\$2,500	-50.0%

	Authorized Positions			Revised	Adopted
<u>Full-Time Positions:</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2012-2013</u>
General Fund	7	7	7	7	7

BUDGET & PROGRAM HIGHLIGHTS

The fiscal year 2013 budget for the Assessor's Office increases \$29,488, or 4.9%, from the fiscal year 2012 budget. Wages and salaries reflect an increase of \$27,404, or 5.3%, due to contractual cost-of-living and merit increases. Operating expenses remain unchanged from fiscal year 2012 and social security increases are in line with wages and salaries changes.

ANNUAL BUDGET 2012-2013

SUMMARY OF REVENUES

<u>Revenues</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Copies	\$2,151	\$5,000	\$1,331	\$2,500	\$2,500	-50.0%
TOTAL	\$2,151	\$5,000	\$1,331	\$2,500	\$2,500	-50.0%

SUMMARY OF EXPENDITURES

<u>Expenditures</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$496,071	\$516,564	\$236,128	\$516,564	\$543,968	5.3%
Overtime	2,292	1,950	1,604	1,950	1,950	
Education Premium Pay	1,573	1,560	663	1,560	1,560	
Office Expense	15,642	19,900	7,176	19,900	19,900	
Dues and Travel	3,177	3,100	1,665	3,100	3,100	
Training	1,750	4,000		4,000	4,000	
Advertising		200		200	200	
Professional Services	64					
Printing/Binding Services	1,447	2,200	961	2,200	2,200	
Information Technology	6,600	9,100	6,900	9,100	9,100	
Telecommunications	2,041	2,000	730	2,000	2,000	
Vehicles & Equipment Expense	703	950	329	950	950	
Social Security	37,145	39,065	17,698	39,065	41,149	5.3%
Total Department	\$568,505	\$600,589	\$273,854	\$600,589	\$630,077	4.9%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Director of Assessments	1	1	1	1	1
Property Appraiser I	2	2	2	2	2
Property Appraiser II	2	2	2	2	2
Administrative Assessment Technician	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL	7	7	7	7	7

ASSESSMENT OFFICE – BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: Assessment office operations are staffed with 7 full time positions and the budget for fiscal year 2013 maintains existing personnel levels. Regular payroll reflects contractual cost-of-living and merit increases.

Overtime: The overtime appropriation for fiscal year 2013 is \$1,950, an amount consistent with the prior year. The appropriation provides administrative support for the Board of Assessment Appeals, and motor vehicle pricing.

Education Premium Pay: Members of the clerical union are eligible for education attainment payments of \$480 for an Associates Degree or \$780 for a Bachelor's Degree.

Office Expense: The office expense appropriation covers office supplies, paper products, postage, printing and copying, subscriptions and publications.

Dues & Travel: Appropriations for dues in the Hartford Area Assessors Association, Connecticut Association of Assessing Officers, International Association of Assessing Officers, and the Appraisal Institute are integral to the core mission of the department, enabling attendance at educational seminars and workshops at discounted rates which are requisite for maintaining State certification as Certified Connecticut Municipal Assessors and towards improvement of assessment practices. In addition, the department maintains membership in the Multiple Listing Service in order to obtain detailed information on properties for sale.

Training: This appropriation covers attendance at local workshops, seminars and assessment/appraisal related classes to maintain requisite State certification as Certified Connecticut Municipal Assessors.

Advertising: This appropriation funds all State mandated notice requirements.

Printing & Binding Services: This appropriation finances the cost associated with printing and binding of the Grand List, the use of the Board of Education's print shop, and cost associated with various forms.

Information Technology: The Assessor's Office implemented new Computer Assisted Mass Appraisal (CAMA) software in fiscal year 2011. Included in the budget for fiscal year 2013 is the cost of the annual support contract (\$6,600) for the software, which provides technical support and software updates, and the annual hosting fee (\$2,500) to provide on-line access to the Assessor's records.

Telecommunications: This appropriation funds the cost for (2) cell phones used by our field appraisal staff, as well as desktop telephone services for maintenance, long distance calls and circuits, and is reduced based upon actual usage.

Vehicle & Equipment Expense: This appropriation provides for gasoline and vehicle maintenance for the two vehicles assigned to the department.

Social Security: This appropriation is for required federal payments based upon actual wages paid and reflects the increase in budgeted wages.

PROGRAM PERFORMANCE MEASURES & INDICATORS					
	(calendar year)				
	2007	2008	2009	2010	2011
	<u>(GL 2005)</u>	<u>(GL 2006)</u>	<u>(GL 2007)</u>	<u>(GL 2008)</u>	<u>(GL 2009)</u>
Percent of State reporting deadlines met	100%	100%	100%	100%	100%
Number of business personal property accounts	2,987	2,937	2,872	2,831	2,678
Timeliness of property transfers entered into CAMA system	1 month	1 month	1 month	1 month	1 month
Inspections (Sales and Permits)	1,355	978	1,934	2,453	2,034

DEPARTMENT: GENERAL GOVERNMENT

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised 2011-12	Adopted 2012-13
	2009-10	2010-11	2011-12		
<u>GENERAL FUND</u>					
<u>TOWN COUNCIL</u>					
Town Clerk	1	1	1	1	1
Assistant to Town Council		1	1	1	1
Senior Staff Assistant	<u>1</u>				
TOTAL	2	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
<u>TOWN CLERK</u>					
Assistant Town Clerk	1	1	1	1	1
Clerk of Vital Statistics	1	1	1	1	1
Staff Assistant	<u>0.5</u>				
TOTAL	2.5	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
<u>TOWN MANAGER</u>					
Town Manager	1	1	1	1	1
Secretary to the Town Manager	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	2	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
<u>CORPORATION COUNSEL</u>					
Deputy Corporation Counsel	1	1	1	1	1
Assistant Corporation Counsel	1	1	1	1	1
Legal Administrative Assistant	1	1	1	1	1
Staff Assistant	<u>0.5</u>				
TOTAL	3.5	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
<u>ASSESSOR'S OFFICE</u>					
Director of Assessments	1	1	1	1	1
Property Appraiser I	2	2	2	2	2
Property Appraiser II	2	2	2	2	2
Administrative Assessment Technician	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL	7	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>
TOTAL GENERAL GOVERNMENT	17	16	16	16	16

DEPARTMENT OF INFORMATION TECHNOLOGY

MISSION

The mission of the Information Technology Department is to contribute to the successful operation, performance and long-term viability of the organization through a technical infrastructure that promotes employee and customer access to information.

This mission is accomplished through the cost effective and efficient delivery of management and maintenance of a wide-area network for voice and data communications and an infrastructure for supporting the Town's business applications.

BUDGET SUMMARY						
DEPARTMENT OF FINANCIAL SERVICES						
<u>Expenditures:</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Estimated</u>	<u>Adopted</u>	<u>Percent</u>
	<u>2010-11</u>	<u>2011-12</u>	<u>6 Months</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Change</u>
Wages & Salaries					\$384,142	
Operating Expense					260,212	
Social Security					<u>32,452</u>	
TOTAL					\$676,806	

Authorized Positions				Revised	Adopted
<u>Full-Time Positions:</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2012-2013</u>
General Fund					3.5

BUDGET & PROGRAM HIGHLIGHTS

The Department of Information Technology originates from a Department of Financial Services cost center. The Information Technology department will be managed by a new Director who will assume responsibility for both the Town and Board of Education information technology functions.

COST CENTER: INFORMATION TECHNOLOGY

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll					\$334,142	
Temporary Payroll					50,000	
Office Expense					4,854	
Dues and Travel					600	
Training					3,000	
Professional Services					25,000	
Information Technology					51,189	
Telecommunications					100,267	
Maintenance & Repairs					13,900	
Rental & Leases					12,000	
Information Systems					49,402	
Social Security					<u>32,452</u>	
TOTAL					\$676,806	

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Information Technology Director*					0.5
Information Technology Specialist**					<u>3</u>
TOTAL					3.5

***This position, which is new for FY 2013, will be shared with the Board of Education.**

****These positions were included in the Department of Financial Services until FY 2013.**

INFORMATION TECHNOLOGY - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: Information Technology is staffed with three and a half (3.5) full time positions and reflects contractual cost-of-living increases for union positions. A new Information Technology Director (\$55,000) will be shared with the Public Schools. The shared position will manage the town and schools information technology functions. The consolidation reduces the fiscal year 2013 budget by \$40,000.

Temporary Payroll: Temporary payroll totals \$50,000 and funds a Network Engineer (900 hours) that supports the Town-wide voice and data communications infrastructure.

Office Expense: The office expense appropriation finances laser printing supplies for shared networked printers, paper products for centralized printing jobs and office supplies.

Dues and Travel: This appropriation (\$600) is used to provide mileage reimbursements to employees for the use of personal vehicles on town business.

Training: This account finances information technology training for town employees.

Professional Services: This appropriation for outside consultants funds professional services to maintain and enhance our existing applications for business software, the GIS application, and network engineering. The majority of this appropriation will be used to implement new core network infrastructure to support fiber optic connectivity to all town buildings.

Information Technology: This appropriation finances the cost of annual software maintenance contracts and licenses used by the various Town departments. These maintenance contracts provide technical support, annual updates and new releases of the software, and end user support. Maintenance contracts on software products used by other departments include call before you dig (\$1,500), GIS system (\$11,845), document management software (\$6,489), Department of Public Works work order system (\$13,250) and engineering software (\$1,551). There are also annual licenses fees associate with software products used to protect and defend our computer network. These software licenses include anti-virus software for desktop computers and servers (\$6,594), web filtering software (\$2,201), and spam firewall (\$2,470).

Telecommunications: The primary purpose of this appropriation is the costs associated with the Town's high speed Internet bandwidth and point to point circuits from the Town Hall to the other Town facilities for data and voice communication services. The fiscal year 2013 appropriation increase is the result of additional charges for Internet and data circuits. These services are provided by One Communications under a multi-year fixed price contract. The balance of the appropriation is for cell phones, mobile communication devices and desktop phones for IT staff (\$4,999) and a backup Internet service (\$768).

Maintenance & Repairs: This appropriation (\$13,900) finances the costs associated with repairing personal computers, network devices, printers and telephone handsets.

Rental & Leases: This represents an appropriation for additional internet bandwidth.

Information Systems: Funds costs associated with maintaining hardware that provides wide-area network for voice and data communications. Costs include the maintenance contract for routers, switches and hubs (\$35,402) and maintenance of file servers that host software and communication applications (\$14,000).

Social Security: This appropriation is for required federal payments based upon actual wages paid.

DEPARTMENT: INFORMATION TECHNOLOGY

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised 2011-12	Adopted 2012-13
	2009-10	2010-11	2011-12		
<u>GENERAL FUND</u>					
Information Technology Director*					0.5
Information Technology Specialist**					<u>3</u>
TOTAL INFORMATION TECHNOLOGY					3.5

* This new position will be shared with the Board of Education.

** These positions were included in the Department of Financial Services until FY 2013.

DEPARTMENT OF FINANCIAL SERVICES

MISSION

The mission of the Financial Services Department is to contribute to the successful operation, performance and long-term viability of the organization through the provision of timely, accurate and meaningful information, and financial analysis and services.

This mission is accomplished through the cost effective and efficient delivery of the following programs:

- Accurate and timely recording and reporting of the Town's financial transactions.
- Execution of short and long-term investment strategies to maximize the return on available funds.
- Development and execution of the Capital Improvement Program and debt financing plan.
- Accurate and timely execution of payment processes including accounts payable and payroll.
- Development, execution and monitoring of the annual budget.
- Billing, collecting and recording of property taxes, parking tickets and ordinance violations and processing of daily revenue deposits.
- Procurement of goods and services in accordance with applicable laws and best value purchasing.

BUDGET SUMMARY						
DEPARTMENT OF FINANCIAL SERVICES						
	Actual	Adopted	Actual	Estimated	Adopted	Percent
<u>Expenditures:</u>	<u>2010-11</u>	<u>2011-12</u>	<u>6 Months</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Change</u>
Wages & Salaries	\$1,736,209	\$1,716,401	\$841,639	\$1,784,174	\$1,467,168	-14.5%
Operating Expense	626,157	601,061	378,617	653,167	338,703	-43.6%
Social Security	124,145	131,414	52,698	133,101	105,755	-19.5%
TOTAL	\$2,486,511	\$2,448,876	\$1,272,954	\$2,570,442	\$1,911,626	-21.9%
<u>Revenues:</u>						
Charges for Services	\$ 4,589	\$ 4,050	\$2,894	\$ 5,050	\$ 4,050	
Fines & Forfeitures	1,345	1,400	390	1,000	1,000	-28.6%
Transfers from Other Funds	67,000	67,000		67,000	67,000	
TOTAL	\$72,934	\$72,450	\$3,284	\$73,050	\$72,050	-0.6%

	Authorized Positions			Revised	Adopted
<u>Full-Time Positions:</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2012-2013</u>
General Fund	22.5	21	21	21	17

BUDGET & PROGRAM HIGHLIGHTS

The Department of Financial Services budget reflects a decrease of \$537,250 or 21.9% from the current fiscal year. This decrease reflects the division of an Information Technology department from the Department of Financial Services. Previously, information technology services for the town were overseen by the Director of Financial Services. The new department will be managed by a new Director who will assume responsibility for both the Town and BOE information technology functions.

ANNUAL BUDGET 2012-2013

COST CENTER: FINANCIAL OPERATIONS

SUMMARY OF REVENUES

	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Miscellaneous Charges for Services	\$121	\$	\$	\$	\$	
NSF Check Fees	1,225	1,400	390	1,000	1,000	-28.6%
Transfer In	<u>67,000</u>	<u>67,000</u>	<u> </u>	<u>67,000</u>	<u>67,000</u>	
TOTAL	\$68,346	\$68,400	\$ 390	\$68,000	\$68,000	-0.6%

SUMMARY OF EXPENDITURES

	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$619,892	\$582,294	\$265,302	\$586,287	\$631,591	8.5%
Temporary Payroll	13,186	13,670	5,090	13,670	14,215	4.0%
Overtime	1,411	1,500	707	1,500	1,500	
Education Premium Pay	968	960	408	960	960	
Office Expense	15,554	17,672	4,685	13,772	13,972	-20.9%
Dues and Travel	4,625	6,055	1,765	6,055	6,055	
Training	360		180			
Advertising	104					
Professional Services	15,021	725	11,232	11,232	750	3.4%
Contractual Services	18,623	21,000	8,673	21,000	21,000	
Printing/Binding Services	1,205	1,000	260	1,500	1,500	50.0%
Information Technology	31,171	32,106	31,410	31,410	33,807	5.3%
Telecommunications	2,131	2,450	750	2,000	2,000	-18.4%
Social Security	<u>44,985</u>	<u>47,034</u>	<u>16,915</u>	<u>47,034</u>	<u>47,217</u>	0.4%
TOTAL	\$769,236	\$726,466	\$347,377	\$736,420	\$774,567	6.6%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised 2011-12</u>	<u>Adopted 2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Director of Financial Services	1	1	1	1	1
Executive Assistant	0.5				
Accounting Manager	2	2	2	1	1
Supervisor of Accounting & Payroll				1	1
Accountant Auditor	2	2	2	1	1
Financial Analyst				1	1
Accounting Specialist	1	1	1	1	1
Payroll Specialist	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	7.5	7	7	7	7

FINANCIAL OPERATIONS - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The financial operations activity is staffed with 7 full-time positions in the fiscal year 2013 budget. The budget reflects cost-of-living increases for all staff and reinstating the assumed hiring lag (\$50,000) in the current fiscal year. These increases were offset by a reorganization of positions implemented in the current fiscal year.

Temporary Payroll: Temporary payroll totals \$14,215 for a Senior Staff Assistant (900 hours) who provides staffing for weekly office functions, supports the accounts payable process and produces the annual budget and capital improvement program documents.

Overtime: The overtime appropriation remains the same (\$1,500) in fiscal year 2013 and is used for the processing of payroll during holiday weeks and peak reporting periods (quarterly and year end).

Education Premium Pay: Members of the clerical union are eligible for education attainment payments of \$480 for an Associates Degree or \$780 for a Bachelor's Degree.

Office Expense: The office expense appropriation is reduced to \$13,972 in fiscal year 2013. This appropriation is used primarily for the purchase of paper stock (envelopes, check stock, W-2 forms) and printing supplies (toner cartridges, printer maintenance) associated with the production of payments to vendors and employees. Reductions in expenses for postage, paper products and check printing toner have resulted from the implementation of electronic payments to vendors and electronic distribution of direct deposit statements. The development of an Intranet site for all of the financial documents and reports comprising our financial activity has reduced copying costs.

Dues & Travel: The appropriation for dues and travel maintains memberships and attendance at educational seminars that are important to the core mission of the financial operations activity. The appropriation for fiscal year 2013 funds memberships in the Government Finance Officers Association (GFOA), SunGard HTE Users Group, National Institute of Government Purchasing, the Payroll Institute and the New England States Government Finance Officers Association and attendance at meetings and educational conferences within the State. The appropriation also funds subscriptions for GASB announcements, GAAP updates and legal changes to payroll requirements.

Professional Services: This appropriation (\$750) funds the annual application fee to the GFOA Certificate of Achievement for Excellence in Financial Reporting award program.

Contractual Services: This appropriation finances the contract for banking services for the Financial Operations division. During fiscal year 2009, the Town implemented a new contract for banking services. The cost of this new contract (\$21,000) is substantially less than the cost of the previous contract which cost \$81,881 in fiscal year 2008.

Printing & Binding: This appropriation finances the costs associated with printing, binding and the use of the BOE's print shop. These costs include annual reports that are produced and forms that are used.

Information Technology: This appropriation finances the costs of annual software maintenance contracts and licenses (\$33,807) for annual updates, new releases of software and end user support. These costs include contracts for the accounting system (\$20,659) and budgeting system (\$13,148).

Telecommunications: This appropriation funds the costs associated with the desktop telephone services (\$2,000) for maintenance, long distance calls and circuits.

Social Security: This appropriation is for required federal payments based upon actual wages paid.

PROGRAM PERFORMANCE MEASURES & INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Actual 2011</u>
Financial Reporting:					
GFOA Certificate for Excellence in Financial Reporting	Yes	Yes	Yes	Yes	Yes
Audit Findings of Material Weakness	None	None	None	None	None
Financial Operations:					
% of FT Employees on Direct Deposit	94%	95%	96%	97%	98%
% of Electronic Payments	7.5%	13.3%	23%	19%	24%
% of FT Electronic Direct Deposit Stmt's	31%	33%	39%	94%	93%
Fund Balance as a % of General Fund Expenditures	7.9%	7.9%	7.7%	8.1%	8.2%
Investment Strategy:					
Short-Term Investment Fund Return	5.5%	4.1%	1.5%	0.34%	0.23%
Other Investment Vehicle Return*	5.1%	4.9%	3.6%	1.02%	0.90%
Capital Financing:					
Debt Service as a % of General Fund Expenditures (excluding BBS)	7.4%	7.2%	7.3%	7.2%	7.1%
Debt per Capita	\$2,556	\$2,637	\$2,427	\$2,477	\$2,377
Long Term Bonded Debt to Net Assessed Value	4.2%	3.6%	3.0%	3.1%	2.9%
WH General Obligation Bond Rate	**3.87%	3.36%	n/a	2.91%	2.37%
Benchmark GO Bond Rate	3.97%	3.98%	n/a	3.58%	2.87%

n/a – not applicable

* Investments with maturity terms of 3-6 months

** Negotiated Sale

COST CENTER: PURCHASING

SUMMARY OF REVENUES						
	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Miscellaneous Charges for Services	\$15	\$ 50	\$	\$ 50	\$ 50	
Sales	<u>2,610</u>	<u>2,000</u>	<u>2,175</u>	<u>3,000</u>	<u>2,000</u>	
TOTAL	\$2,625	\$2,050	\$2,175	\$3,050	\$2,050	

SUMMARY OF EXPENDITURES						
	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$280,889	\$292,471	\$135,337	\$294,290	\$304,456	4.1%
Temporary Payroll	17,929	20,460	5,811	17,959	20,460	
Office Expense	3,628	4,979	1,397	3,769	3,979	-20.1%
Dues and Travel	3,328	4,161	1,922	3,470	4,329	4.0%
Training			148	148		
Advertising	3,156	2,600	1,285	2,600	2,600	
Printing/Binding Services	270	300	245	500	500	66.7%
Office Equipment				900		
Information Technology	19,960	20,559	19,960	19,960	25,948	26.2%
Telecommunications	695	700	230	552	600	-14.3%
Social Security	<u>21,927</u>	<u>23,577</u>	<u>10,381</u>	<u>22,951</u>	<u>23,883</u>	1.3%
TOTAL	\$351,782	\$369,807	\$176,716	\$367,099	\$386,755	4.6%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised 2011-12</u>	<u>Adopted 2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Accounting Manager	1	1	1	1	1
Senior Buyer	1	1	1	1	1
Buyer	1	1	1	1	1
Accounting Assistant	<u>2</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	5	4	4	4	4

PURCHASING - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The purchasing activity is staffed with four (4) full time positions in the FY 2013 budget. The budget reflects contractual cost-of-living increases.

Temporary Payroll: The FY 2013 budget continues to include 900 hours of part-time Accounting Assistant staffing to offset the loss of a full-time position in fiscal year 2011.

Office Expense: The office expense appropriation is reduced by \$1,000 in FY 2013 reflecting reduced costs associated with copying and mailing procurement notices and specifications.

Dues & Travel: Dues and travel appropriations have been increased by \$168 in FY 2013. The requested appropriation maintains membership in NIGP and the costs associated with participating in cooperative purchasing associations including the CRCOG Purchasing Cooperative and the Plymouth County Vehicle Cooperative. The appropriation also includes attendance at various public purchasing meetings and conferences in Connecticut.

Advertising: This appropriation funds the newspaper advertisements of our procurement opportunities. Advertisements are run periodically directing interested parties to the Town's website to learn about our current procurement opportunities.

Printing & Binding: This appropriation (\$500) finances the costs associated with printing, binding and the use of the BOE's print shop.

Information Technology: This appropriation finances the costs of annual software maintenance contracts and licenses for the electronic purchasing system (\$25,948). The maintenance contract provides technical support, annual updates and new releases of the software, and end user support. The increase (\$5,389) is the result of higher costs from the vendor.

Telecommunications: This appropriation funds the costs associated with the desktop telephone services (\$600) for maintenance, long distance calls and circuits.

Social Security: This appropriation is for required federal payments based upon actual wages paid.

COST CENTER: REVENUE COLLECTION

SUMMARY OF REVENUES						
	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Copies	\$1,963	\$2,000	\$ 719	\$2,000	\$2,000	
TOTAL	\$1,963	\$2,000	\$ 719	\$2,000	\$2,000	

SUMMARY OF EXPENDITURES						
	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$249,851	\$265,963	\$122,157	\$265,089	\$278,291	4.6%
Temporary Payroll	23,480	22,660	20,221	39,930	32,123	41.8%
Overtime	2,643	2,990	1,938	2,990	3,050	2.0%
Education Premium Pay	484	780	204	480	480	-38.5%
Office Expense	64,710	85,250	43,893	91,750	85,250	
Dues and Travel	903	1,100	776	1,700	1,700	54.5%
Training	165				340	
Advertising	806	800	229	800	800	
Professional Services	19,491	17,000	12,901	22,500	23,000	35.3%
Contractual Services	31,347	25,240	10,238	25,740	28,867	14.4%
Printing/Binding Services	1,049	4,400	259	4,400	2,000	-54.5%
Information Technology	390	10,900	4,825	5,000	5,000	-54.1%
Miscellaneous						
Administrative Expense	11,081	11,081	14,143	14,143	14,481	30.7%
Telecommunications	1,167	1,500	376	1,500	1,500	
Building Maintenance	1,032	2,000		2,000	2,000	
Maintenance & Repairs	449	1,100	71	1,100	1,100	
Social Security	<u>18,837</u>	<u>20,199</u>	<u>9,566</u>	<u>20,199</u>	<u>21,199</u>	5.0%
TOTAL	\$427,885	\$472,963	\$241,797	\$499,321	\$501,181	6.0%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Revenue Collector	1	1	1	1	1
Revenue Services Representative	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
TOTAL	4	4	4	4	4

REVENUE COLLECTION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The revenue collection office is staffed with four (4) full-time positions and the budget maintains existing staffing levels and reflects contractual cost-of-living increases for these union positions.

Temporary Payroll: Two positions support the Revenue Collection Office (1900 hours). One staff assistant position supports the full-time customer service representatives during peak collection periods and in the absence of any of the full-time positions. Another staff assistant is responsible for the daily processing and depositing of cash deposits to the office. The increased cost (\$9,000) is the result of additional hours for the reconciliation of cash deposits and the timely depositing of funds.

Overtime: The overtime appropriation provides resources for peak collection periods (January and July).

Education Premium Pay: Members of the clerical union are eligible for education attainment payments of \$480 for an Associates Degree or \$780 for a Bachelor's Degree.

Office Expense: The office expense appropriation reflects the cost of postage (\$55,500) for the mailing of tax bills, the cost of an outside contract (\$26,000) to print, stuff and mail the property tax bills, and general office supplies (\$3,750).

Dues & Travel: The dues and travel appropriation is increased by \$600 for membership and education costs associated with the Connecticut Tax Collectors Association, the Hartford Tax Collectors Association and required certification training classes.

Advertising: This appropriation (\$800) funds legal advertisements in the newspaper for public notice of property tax bills.

Professional Services: This appropriation funds the annual contract with ComPlus (\$23,000) for the management information system and delinquent billing services associated with the parking ticket and ordinance violation collection programs. The additional cost reflects the continued increase in the volume of parking tickets issued.

Contractual Services: This appropriation finances the portion of the contract for banking services (\$18,500) used by the Revenue Collection Office and the contract for the hearing officer (\$10,367) for parking ticket and ordinance violation appeals.

Printing & Binding: This appropriation finances the costs associated with printing, binding and the use of the BOE's print shop and is reduced based upon actual usage.

Information Technology: This appropriation finances the costs of modifications to the tax collection and billing software required to be made by business process improvements or unforeseen events, maintenance on the currency counter and an annual subscription for address verification.

Miscellaneous Administrative Expense: This appropriation (\$14,481) represents the annual cost the Town is required to pay the Department of Motor Vehicles for the processing of files of delinquent taxpayers and prohibiting them from registering a vehicle.

Telecommunications: This appropriation funds the costs associated with the desktop telephone services (\$1,500) for maintenance, long distance calls and circuits.

Building Maintenance: This appropriation (\$2,000) reflects the cost of alarm monitoring and circuits for the office.

Maintenance & Repairs: This appropriation (\$1,100) primarily finances the costs associated with the security cameras and recording system used by the division.

Social Security: This appropriation is for required federal payments based upon actual wages paid.

PROGRAM PERFORMANCE MEASURES & INDICATORS					
	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Actual 2011</u>
Revenue Collection:					
Current Year Tax Collection Rate	99.2%	99.0%	99.1%	99.1%	98.9%
% of Parking Tickets Collected	83.2%	82.5%	81.9%	82.0%	82.1%
% Ordinance Violations Collected	82.3%	72.7%	75.0%	75.0%	74.5%

COST CENTER: FINANCIAL SYSTEMS

SUMMARY OF EXPENDITURES						
	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$522,122	\$489,643	\$260,470	\$505,777	\$175,042	-64.3%
Temporary Payroll	3,354	23,010	23,994	55,242	5,000	-78.3%
Office Expense	17,426	15,054	3,417	13,925	9,000	-40.2%
Dues and Travel	1,391	600	250	457		-100%
Training	40	3,000		3,000		-100%
Professional Services	28,860	31,000	15,883	27,935	6,000	-80.6%
Information Technology	56,824	53,656	23,425	54,193	2,500	-95.3%
Telecommunications	110,134	100,373	50,877	110,349	500	-99.5%
Maintenance & Repairs	8,340	13,900	4,291	10,000		-100%
Miscellaneous Supplies	850					
Rental & Leases	92,813	50,100	57,302	89,947	33,000	-34.1%
Information Systems	57,058	58,700	51,319	53,860	4,625	-92.1%
Social Security	<u>38,396</u>	<u>40,604</u>	<u>15,836</u>	<u>42,917</u>	<u>13,456</u>	-66.9%
TOTAL	\$937,608	\$879,640	\$507,064	\$967,602	\$249,123	-71.7%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised 2011-12</u>	<u>Adopted 2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Information Technology Manager	1	1	1	1	
Financial Systems Manager	1	1	1	1	1
Financial Systems Analyst I	1	1	1	1	1
Information Technology Specialist*	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	—
TOTAL	6	6	6	6	2

***These positions will be moved to the Department of Information Technology in FY 2013.**

FINANCIAL SYSTEMS - BUDGET AND PROGRAM HIGHLIGHTS

The Financial Systems division budget is reduced \$630,517. This decrease reflects the separation of a portion of the Information Technology division from the Department of Financial Services, to the Department Information Technology. Previously, information technology services for the town were overseen by the Director of Financial Services.

Regular Payroll: The division is staffed with two (2) full time positions and reflects contractual cost-of-living increases for these union positions.

Temporary Payroll: Temporary payroll totals \$5,000 and funds twenty-five percent of a Senior Staff Assistant, shared with the Financial Operations division.

Office Expense: The office expense appropriation covers office supplies, paper products, and printing and copying.

Professional Services: This appropriation for outside consultants and assistance funds professional services to maintain and enhance existing applications.

Information Technology: This appropriation finances the costs of annual software maintenance contracts and licenses used by the Department of Finance.

Telecommunications: This appropriation funds the costs associated with the desktop telephone services for maintenance, long distance calls and circuits.

Rental & Leases: This represents the costs associated with the Town's application service provider agreement with SunGard Public Sector to host and maintain the Town's payroll application. With the purchase and implementation of new tax collection applications in fiscal year 2012, these rental/lease payments will be reduced in fiscal year 2013.

Information Systems: This appropriation reflects the costs associated printer maintenance (\$4,625).

Social Security: This appropriation is for required federal payments based upon actual wages paid.

TOWN OF WEST HARTFORD

Fiscal Year 2012-2013

BUDGET IN BRIEF

TECHNOLOGY INVESTMENT FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Charges for Services	\$ 27,309	\$ 10,000	\$ 25,000	\$ 25,000
Interest on Investments	<u>223</u>	<u>100</u>	<u>100</u>	<u> </u>
Total Revenues & Other Resources	\$ 27,532	\$ 10,100	\$ 25,100	\$ 25,000
EXPENDITURES AND OTHER USES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Technology Investments	<u>\$ 96,947</u>	<u>\$ 64,600</u>	<u>\$ 61,800</u>	<u>\$ 45,000</u>
Total Expenditures & Other Uses	\$ 96,947	\$ 64,600	\$ 61,800	\$ 45,000
CHANGE IN FUND BALANCE	(\$ 69,415)	(\$54,500)	(\$36,700)	(\$20,000)
BEGINNING BALANCE	\$126,222	\$ 56,807	\$ 56,807	\$ 20,107
ENDING BALANCE	\$ 56,807	\$ 2,307	\$ 20,107	\$ 107

Fund: Technology Investment Fund
Department: Financial Services

PURPOSE

The Technology Investment Fund was created effective July 1, 2003 to identify a recurring revenue stream dedicated to continued investment in the Town's e-business strategy. Revenues are derived from a surcharge of one dollar on parking tickets and ordinance violations and the sale of electronic information and maps.

LONG-TERM STRATEGY

The surcharge revenue and revenue from sale of electronic information will be maintained at their current levels in order to provide a consistent revenue stream. Although it is not expected that fund balance will grow significantly, the annual revenue achieved will enable expenditures that support the Town's goal to provide more of its services via the internet to improve customer service. This fund enables purchase of goods or services for which funding might not otherwise be available in the Town's General Fund.

FUND PERFORMANCE

	Five Year History of Operating Results				
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u>Revenues:</u>					
Charges for Services	\$14,000	\$16,000	\$16,000	\$22,000	\$28,000
Interest Income	<u>4,000</u>	<u>4,000</u>	<u>1,000</u>	<u> </u>	<u> </u>
TOTAL REVENUES	\$18,000	\$20,000	\$17,000	\$22,000	\$28,000
<u>Expenditures:</u>					
Operational	<u>\$ 2,000</u>	<u>\$27,000</u>	<u>\$11,000</u>	<u>\$9,000</u>	<u>\$97,000</u>
TOTAL EXPENDITURES	\$ 2,000	\$27,000	\$11,000	\$9,000	\$97,000
TRANSFER FROM OTHER FUNDS	\$14,000	\$14,000			
OPERATING RESULTS	\$30,000	\$7,000	\$6,000	\$13,000	(\$69,000)
FUND BALANCE	\$100,000	\$107,000	\$113,000	\$126,000	\$ 57,000

FISCAL YEAR 2012 OPERATING RESULTS

The Fund is projected to earn revenue from charges for services in the amount of \$25,000. Expenditures are expected to total \$61,800 and are comprised of professional fees for the continued development and enhancement of the fiber optic network for all Town and School facilities, re-design of the Town's website and maintenance of the GIS mapping system. Fund balance of \$20,107 is anticipated at June 30, 2012.

FISCAL YEAR 2013 BUDGET

The budget for fiscal year 2013 assumes revenues derived from charges for services of \$25,000. Expenditures for development and implementation of e-business applications are expected to total \$45,000. This will be used to continue the development of the fiber optic network.

DEPARTMENT: FINANCIAL SERVICES

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised 2011-12	Adopted 2012-13
	2009-10	2010-11	2011-12		
<u>GENERAL FUND</u>					
Director of Financial Services	1	1	1	1	1
Executive Assistant*	0.5				
Accounting Manager	3	3	3	2	2
Supervisor of Payroll & Accounting				1	1
Accountant Auditor	2	2	2	1	1
Financial Analyst				1	1
Accounting Specialist	1	1	1	1	1
Accounting Assistant	2	1	1	1	1
Payroll Specialist	1	1	1	1	1
Senior Buyer	1	1	1	1	1
Buyer	1	1	1	1	1
Revenue Collector	1	1	1	1	1
Revenue Services Representative	3	3	3	3	3
Financial Systems Manager	1	1	1	1	1
Financial Systems Analyst I	1	1	1	1	1
Information Technology Manager	1	1	1	1	
Information Technology Specialist**	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	—
TOTAL FINANCIAL SERVICES	22.5	21	21	21	17

* This position was shared with the Department of Employee Services through FY 2010.

**These positions will be moved to the Department of Information Technology in FY 2013.

DEPARTMENT OF EMPLOYEE SERVICES

MISSION

Recognizing that the workforce of an organization is its most vital asset, it is the mission of this department to improve the performance of the organization through effective selection, utilization, development and retention of the Town's human resources.

BUDGET SUMMARY DEPARTMENT OF EMPLOYEE SERVICES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
<u>Expenditures:</u>						
Wages & Salaries	\$294,439	\$303,258	\$135,388	\$306,485	\$316,615	4.4%
Operating Expense	36,351	59,980	15,241	51,010	60,380	0.7%
Social Security	<u>21,542</u>	<u>23,199</u>	<u>9,541</u>	<u>22,424</u>	<u>24,221</u>	4.4%
TOTAL	\$352,332	\$386,437	\$160,170	\$379,919	\$401,216	3.8%
<u>Revenues:</u>						
Miscellaneous Revenue	<u>\$40,000</u>	<u>\$40,000</u>	<u>\$</u>	<u>\$40,000</u>	<u>\$40,000</u>	
TOTAL	\$40,000	\$40,000	\$	\$40,000	\$40,000	

	Authorized Positions			Revised	Adopted
<u>Full-Time Positions:</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
General Fund	3.6	3.2	3.2	3.2	3.2
Risk Management Fund	5	4.7	4.7	4.7	4.7
Pension Fund	<u>1.4</u>	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>
TOTAL	10	9.5	9.5	9.5	9.5

BUDGET AND PROGRAM HIGHLIGHTS

The Department of Employee Services budget reflects an increase of \$14,779, or 3.8%, from the prior year. Wages and salaries reflect cost-of-living adjustments consistent with those contained in union agreements. Operating expenses increase slightly due to anticipated advertising costs and social security reflects wage increases.

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$293,935	\$302,758	\$135,175	\$305,985	\$316,115	4.4%
Education Premium Pay	504	500	213	500	500	
Office Expense	6,137	10,200	3,987	9,150	10,000	-2.0%
Dues and Travel	1,246	1,650	573	1,650	1,650	
Training	5,791	10,000		7,000	10,000	
Advertising	5,815	8,100	1,750	8,000	8,500	4.9%
Professional Services	1,275	3,500		3,500	3,500	
Contractual Services	1,890	2,000	1,890	2,000	2,000	
Printing/Binding Services	1,070	1,000	440	1,000	1,000	
Meals	998	800	640	1,000	1,000	25.0%
Education Tuition						
Reimbursement	4,436	15,000	713	10,000	15,000	
Information Technology	5,990	6,000	4,690	6,000	6,000	
Telecommunications	1,703	1,730	558	1,710	1,730	
Social Security	<u>21,542</u>	<u>23,199</u>	<u>9,541</u>	<u>22,424</u>	<u>24,221</u>	4.4%
Total Department	\$352,332	\$386,437	\$160,170	\$379,919	\$401,216	3.8%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Executive Director of Human Resources*	0.5	0.4	0.4	0.4	0.4
Assistant Director of Employee Services	0.8	0.8	0.8	0.8	0.8
Human Resources Specialist	0.8	1.0	1.0	1.0	1.0
Senior Staff Assistant	1				
Executive Assistant**	<u>0.5</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
TOTAL	3.6	3.2	3.2	3.2	3.2

* Position is shared with the Board of Education

** Position shared with the Department of Financial Services until fiscal year 2011

BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The Employee Services operation is staffed with 3.2 full-time equivalent positions for fiscal year 2013, consistent with the prior year. The budget reflects cost-of-living increases for these non-union positions.

Education Premium Pay: Non-union employees in administrative classifications are eligible for education attainment payments of \$500 for an Associates Degree and or \$800 for a Bachelors degree. The budget reflects the allocation for the Executive Assistant position.

Office Expense: This budget funds office supplies, postage and printing and is consistent with the prior year. This appropriation also funds subscriptions to the CCM Municipal Labor Relations Data Service, Lexis Nexus Updates on Labor Agreements, CT Employee Law Updates and the CT Human Relations Report Newsletter.

Dues & Travel: This budget will be utilized for memberships in the Society for Human Resource Management (SHRM) and Connecticut Personnel Labor Relations Association (PELRA). In addition, funds for attendance at various professional workshops, seminars and training sessions have been included in the budget.

Training: The appropriation maintains the existing allocation of funds for town-wide staff training.

Advertising: This appropriation reflects the need to recruit for critical positions and the increased cost of advertisements.

Professional Services: This appropriation is for legal counsel on complex employment or labor issues and other professional consultants as required.

Contractual Services: This appropriation licenses the Town to issue Wonderlic testing and assessment products, in both on-line and paper testing processes.

Printing/Binding Services: This request funds the costs associated with printing and binding labor contracts, employment forms and materials.

Meals: This appropriation pays for the meals associated with public safety promotional hiring processes and any limited open competitive recruitments.

Education Tuition Reimbursement: This appropriation funds the tuition reimbursement policy for town employees pursuing advanced educational degrees. The requested appropriation maintains existing costs and assumes the benefit, and corresponding policy, will be updated in fiscal year 2013 to ensure reimbursement of at least the cost of one graduate level course at a State institution is possible.

Information Technology: This request finances the software maintenance contract for Applitrack, the on-line application system, and the Human Resource Information System (ABRA) for software support and new releases of the software.

Telecommunications: This appropriation funds the costs associated with the desktop telephone services for maintenance, long distance calls and circuits.

Social Security: Required federal payments based upon actual wages paid.

PROGRAM PERFORMANCE MEASURES & INDICATORS

	Fiscal Year				
	<u>Actual</u> <u>2007</u>	<u>Actual</u> <u>2008</u>	<u>Actual</u> <u>2009</u>	<u>Actual</u> <u>2010</u>	<u>Actual</u> <u>2011</u>
Average Days from Request to the Establishment of Eligibility List:					
Open Competitive*	62.0	73.3	115.0	15.5	148.17**
Promotional	53.0	63.3	108.7	87.7	87.0
Number	21	20	10	8	11
Customer Survey Results of Recruitment Process Investment Strategy					
Percent Agreed or Strongly Agreed:					
Kept informed of recruitment results	100.0%	94.2%	94.9%	96.0%	78.0%
Satisfied with involvement in process	100.0%	95.3%	95.3%	100.0%	84.0%
Satisfied with efforts to attract applicants	100.0%	95.3%	98.7%	92.0%	84.0%
Satisfied with the time frame to complete	61.1%	97.9%	85.8%	96.0%	88.0%
Employee Services listened to my concerns	100.0%	96.8%	97.1%	100.0%	86.0%
Satisfied with the quality of candidates	88.9%	96.3%	93.8%	96.0%	84.0%

* Police Officer recruitment is an open continuous process. The average time from submission of application to certification of eligibility was 30 days.

** Several recruitments were "held" during the fiscal year for budgetary purposes.

TOWN OF WEST HARTFORD

Fiscal Year 2012-2013

BUDGET IN BRIEF

RISK MANAGEMENT FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
------------------------------	---------------------	----------------------	------------------------	----------------------

TOWN PROGRAM

Employee Benefit Contributions	\$ 787,035	\$ 750,000	\$ 686,685	\$ 750,000
Interest on Investment	494,220	370,000	145,404	290,000
Amortization		(81,772)	101,881	(78,113)
Subrogation/Recoveries	203,415	100,000	100,000	100,000
Transfer In	<u>13,266,733</u>	<u>15,045,726</u>	<u>15,045,726</u>	<u>16,716,283</u>
Total Revenues & Other Resources	\$ 14,751,403	\$16,183,954	\$16,079,696	\$17,778,170

SCHOOL PROGRAM

Employee Benefit Contributions	\$ 3,227,547	\$ 3,441,729	\$ 3,315,958	\$ 3,984,438
Amortization			(569,777)	(321,053)
Interest on Investment	208,032			
Transfer In	<u>17,868,210</u>	<u>21,880,837</u>	<u>21,880,837</u>	<u>22,868,667</u>
Total Revenues & Other Resources	\$ 21,303,789	\$25,322,566	\$24,627,018	\$26,532,052
Total Revenues & Other Resources	\$ 36,055,192	\$41,506,520	\$40,706,714	\$44,310,222

EXPENSES AND OTHER USES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
-------------------------	---------------------	----------------------	------------------------	----------------------

Administration-Employee Services	\$ 186,851	\$ 199,692	\$ 199,692	\$ 208,526
Town Program Expense	14,365,610	15,984,262	15,880,004	17,569,644
School Program Expense	<u>20,203,792</u>	<u>25,322,566</u>	<u>24,627,018</u>	<u>26,532,052</u>
Total Expenses & Other Uses	\$ 34,756,253	\$41,506,520	\$40,706,714	\$44,310,222

RISK MANAGEMENT FUND

MISSION

It is the mission and purpose of the Risk Management Fund to finance both current and future obligations of employee benefit programs, as well as casualty and property risks for the Town and Board of Education. The Risk Management Fund operates as an internal service fund, and is an unbudgeted fund independent from the General Fund. Information on the Risk Management Fund is included to provide support for expenditures in budgeted funds. There are six programs: workers' compensation, Town health benefits, heart and hypertension, self-insured, insured and Board of Education health benefits (which is included in the BOE budget).

**BUDGET SUMMARY
DEPARTMENT OF EMPLOYEE SERVICES**

	Actual	Adopted	Estimated	Adopted	Percent
	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Change</u>
Wages & Salaries	\$ 352,415	\$ 371,208	\$ 370,352	\$ 387,951	4.5%
Operating Expense	14,124,269	15,734,309	15,639,978	17,310,572	10.0%
Fringe Benefits	<u>75,777</u>	<u>78,437</u>	<u>69,366</u>	<u>79,647</u>	1.5%
TOTAL	\$14,552,461	\$16,183,954	\$16,079,696	\$17,778,170	9.9%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			Revised	Adopted
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Exec. Director of Human Resources		0.1	0.1	0.1	0.1
Asst. Director of Employee Services		0.1	0.1	0.1	0.1
Risk Manager	1	1	1	1	1
Claims Administrator	1	1	1	1	1
Safety Analyst	1	1	1	1	1
Human Resource Specialist		0.5	0.5	0.5	0.5
Senior Personnel Analyst	1				
Benefits Coordinator		1	1	1	1
Senior Staff Assistant	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL	5	4.7	4.7	4.7	4.7

SUMMARY OF EXPENSES BY PROGRAM

<u>Program</u>	Actual	Adopted	Estimated	Adopted	Percent
	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Change</u>
Risk Management					
Administration	\$ 186,851	\$ 199,692	\$ 199,692	\$ 208,526	4.4%
Workers' Compensation	1,963,986	1,658,250	2,224,750	1,850,250	11.6%
Health Program	10,173,814	11,649,726	10,968,748	12,969,266	11.3%
Heart and Hypertension	113,451	183,651	227,395	204,562	11.4%
Self-Insured Program	867,004	1,118,780	1,078,780	1,054,816	-5.7%
Insured Program	<u>1,247,355</u>	<u>1,373,855</u>	<u>1,380,331</u>	<u>1,490,750</u>	8.5%
TOTAL	\$14,552,461	\$16,183,954	\$16,079,696	\$17,778,170	9.9%

Fund: Risk Management
Department: Employee Services

Risk Management Administration

The Risk Management Administration budget includes the salary of the Risk Manager and a full-time Safety Analyst. All workers' compensation, heart and hypertension, liability, and property claims are administered by this staff. The Risk Manager also reviews all bid specifications, requests for proposals, Town and Board contracts for compliance with insurance and indemnification requirements and purchases all insurance coverages. The increase in regular payroll results from cost-of-living and merit increases. Risk Management Administration expenses are allocated to each program in order to determine the inter-fund transfer required.

SUMMARY OF EXPENSES RISK MANAGEMENT ADMINISTRATION					
<u>Expenses</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$160,960	\$170,509	\$170,509	\$178,719	4.8%
Office Expense	2,414	2,800	2,800	2,800	
Dues and Travel	1,024	2,500	2,500	2,500	
Printing/Binding Services	170	300	300	300	
Telecommunications	542	500	500	500	
Social Security	11,702	13,044	13,044	13,668	4.8%
Transfers Out	<u>10,039</u>	<u>10,039</u>	<u>10,039</u>	<u>10,039</u>	
TOTAL	\$186,851	\$199,692	\$199,692	\$208,526	4.4%

Fund: Risk Management
Department: Employee Services

Workers' Compensation Program

The contribution required from other funds to support this program totals \$1,932,148 in fiscal year 2013, an increase of \$359,591 from FY 2012. The higher contribution is the result of an increase in claims activity in the current year which creates an expected deficit in the program of \$817,449 which is amortized over a five year period (\$163,488/year). The increased claims activity in FY 2012 exceeded the budgeted amount by \$550,000 primarily the result of several long term cases in the Fire Department. Claims are expected to be \$1,450,000 in FY 2013, an increase of \$100,000 from the current appropriation. The cost of excess insurance is expected to increase by \$30,000 and the assessment from the State of Connecticut to manage the workers compensation program is expected to double to \$120,000.

WORKERS' COMPENSATION PROGRAM					
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
<u>Expenses</u>					
Dues and Travel	\$ 156	\$ 250	\$ 250	\$ 250	
Professional Services	5,035	10,000	10,000	10,000	
Claims Administration	95,745	102,000	102,000	104,000	2.0%
Insurance Services	9,939	15,000	15,000	15,000	
Bank Fee		1,000	1,000	1,000	
Software Maintenance	2,150	5,000	5,000	5,000	
Excess Insurance	107,668	115,000	117,500	145,000	26.1%
WC Assessments-State	47,651	60,000	74,000	120,000	100.0%
Workers' Compensation					
Claims	<u>1,695,642</u>	<u>1,350,000</u>	<u>1,900,000</u>	<u>1,450,000</u>	7.4%
Total Expenses	1,963,986	1,658,250	2,224,750	1,850,250	11.6%
<u>Revenues</u>					
Interest on Investments	195,741	150,000	58,123	115,000	-23.3%
Subrogation		<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	
Total Revenues	195,741	200,000	108,123	165,000	-17.5%
<u>Other</u>					
Allocation of Administration					
Expense	74,740	79,877	79,877	83,410	4.4%
Program Amortization		34,430		163,488	374.8%
Operating Income/(Loss)	<u>(488,817)</u>		<u>(623,947)</u>		
NET CONTRIBUTION					
(INTERFUND TRANSFER)	\$1,354,168	\$1,572,557	\$1,572,557	\$1,932,148	22.9%

Fund: Risk Management
Department: Employee Services

Health Benefits Program

Health Claims Cost

The net contribution from other funds for this program totals \$12,154,266, an increase of \$1,198,981 or 10.9%. The increase is the result of the planned contribution to the retiree health care reserve fund in accordance with the long range financial plan for retiree health care funding. The total contribution for FY 2013 is \$8,130,000 split between the Town and Public Schools. The Town's contribution for FY 2013 is \$5,622,000, an increase of \$1,300,000 from the current fiscal year. This increase includes the planned appropriation increase of \$800,000 and the reinstatement of funding for the use of \$500,000 in federal retiree reinsurance program proceeds in the current fiscal year. The funding for the program has been exhausted and the Town must now replace the \$500,000 with local funding in FY 2013. The active health care program costs have remained flat based upon very favorable claims experience in the current fiscal year. Claims expense in FY 2012 is expected to be \$673,751 under the budgeted amount. As a result, the appropriation for claims expense in FY 2013 will remain flat. The favorable claims experience in FY 2012 also produces a surplus in the active employee health care program which eliminates the deficit in the program. This produces a positive impact on the FY 2013 budget by eliminating the \$135,559 amortization of the previous deficit.

HEALTH BENEFITS PROGRAM					
<u>Expenses</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$ 111,814	\$ 117,774	\$ 116,918	\$ 122,332	3.9%
Education Premium	807	800	800	800	
Office Expenses	932	1,650	1,650	1,650	
Active Employee					
Claims	5,039,398	6,107,131	5,433,380	6,107,131	
Normal Retirement Cost	3,710,000	4,322,000	4,322,000	5,622,000	30.1%
Program Expense	1,145,905	922,300	923,929	933,000	1.2%
Stop Loss Insurance	116,965	129,000	121,000	133,000	3.1%
Social Security	7,993	9,071	9,071	9,353	3.1%
Transfer Out	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	
Total Expenses	10,173,814	11,649,726	10,968,748	12,969,266	11.3%
<u>Revenues</u>					
Interest on Investments	114,915	80,000	33,461	65,000	-18.8%
Employee Contributions	<u>787,035</u>	<u>750,000</u>	<u>686,685</u>	<u>750,000</u>	
Total Revenues	901,950	830,000	720,146	815,000	-1.8%
<u>Other</u>					
Program Amortization		135,559			-100.0%
Operating					
Income/(Loss)	<u>248,327</u>	<u> </u>	<u>706,683</u>	<u> </u>	
NET CONTRIBUTION					
(INTERFUND					
TRANSFER)	\$9,520,191	\$10,955,285	\$10,955,285	\$12,154,266	10.9%

Fund: Risk Management
Department: Employee Services

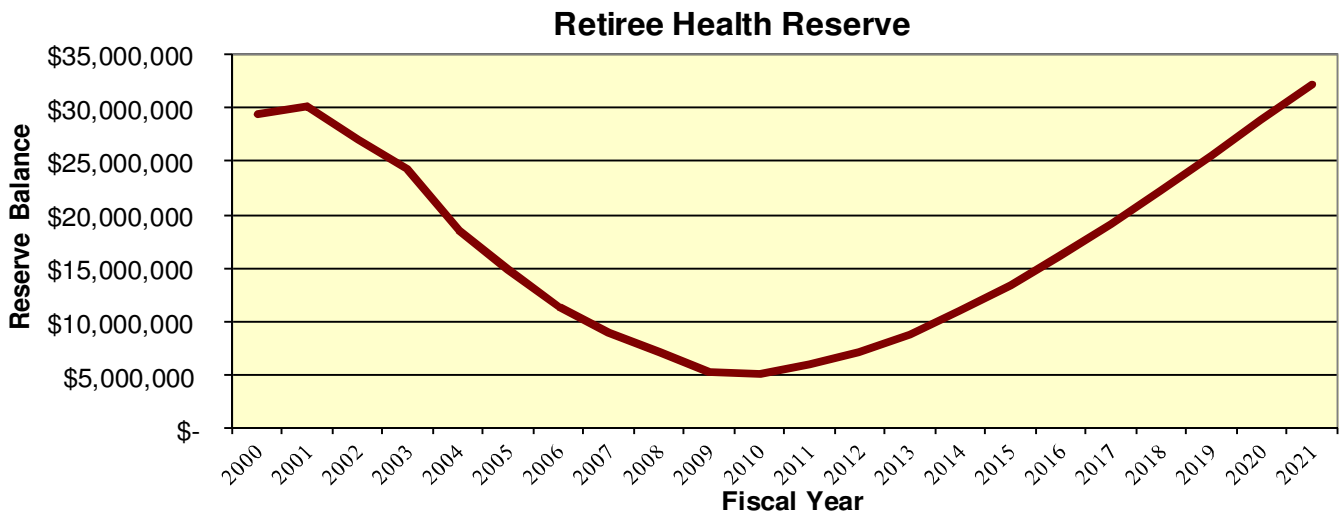
Risk Management Health Reserve

The Town provides medical benefits to retired employees in addition to a pension benefit. The total liability for retiree medical benefits, last measured on July 1, 2011, is \$107,489,500. These benefits are paid from a retiree health care reserve fund established in 1984. The annual General Fund budget makes a contribution to the reserve fund each year and these funds are invested in fixed income and equity securities. A long range funding plan for the retiree health care reserve fund was implemented in fiscal year 2005 in response to the elimination of the General Fund's contribution to the reserve fund in fiscal years 2003 and 2004 and the continued use of the reserve to pay all retiree health care claims. The fund balance of the reserve fund declined from \$27,012,296 on July 1, 2003 to \$18,585,066 on June 30, 2004. The retiree health funding plan was developed to gradually restore the General Fund contribution to the reserve fund to a level sufficient to preserve the financial viability of the fund. The funding plan also maintained the financial benefit of the reserve fund as retiree health claims paid from the reserve fund exceed the annual General Fund contribution to the reserve fund. The General Fund contribution to the retiree health care reserve fund will increase annually from \$5,580,000 in FY 2010 to \$8,880,000 in FY 2014 split between the Town and Public Schools.

The total contribution to the Retiree Health Reserve Fund in fiscal year 2013 is \$8,130,000, an increase of \$1,300,000 from the current fiscal year. This increase reflects the planned increase in the contribution as required by the long-term financial plan and the end of the federal retiree reinsurance program which had funded \$500,000 of the contribution in the current fiscal year.

After almost ten (10) years of declining fund balance, while all retiree claims were paid out of the fund and the contribution was gradually increasing, the reserve fund balance is expected to begin growing again. The transfer to the reserve fund and other revenue from employee contributions and investment income is expected to exceed the estimated claims payments, allowing the fund to grow.

The Town has extended the retirement eligibility for new employees hired after 2003 which significantly lowers the liability associated with retirement health care. An additional 5 years of age was added to public safety employee's retirement eligibility and non-public safety employees hired after 2003 have a retirement eligibility age of 65. A trust fund has been established for these employees and the annual required contribution to the trust for the cost of retirement health care benefits earned was deposited in the fund from employee contributions.



Fund: Risk Management
Department: Employee Services

Heart and Hypertension Program

The heart and hypertension program is a self-insured program which provides benefits to public safety employees who incur heart disease or hypertension. The benefits provided include payment of medical bills, a percentage of the employee's average weekly wages and permanent partial incapacity awards for loss of function and death benefits, as determined by the Workers' Compensation Commission. A transfer of \$190,040 from other funds is required to support this program in FY 2013, an increase of \$57,242. The heart and hypertension claims expense increases by \$20,711 to reflect current experience. The balance of the increase is primarily caused by a change in the amount amortized, from a surplus amount of \$10,822 to a deficit amount of \$9,626. This change is the result of higher claims expense (\$216,895) in the current fiscal year which exceeded the budgeted amount by \$43,744.

HEART AND HYPERTENSION PROGRAM					
<u>Expenses</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Medical Exams	\$ 1,300	\$ 5,000	\$ 5,000	\$ 5,200	4.0%
Insurance Services	4,000	4,500	4,500	4,500	
Claims Administration	1,000	1,000	1,000	1,000	
Claims Expense	<u>107,151</u>	<u>173,151</u>	<u>216,895</u>	<u>193,862</u>	12.0%
Total Expenses	113,451	183,651	227,395	204,562	11.4%
<u>Revenues</u>					
Interest on Investments	<u>73,753</u>	<u>60,000</u>	<u>22,052</u>	<u>45,000</u>	-25.0%
Total Revenues	73,753	60,000	22,052	45,000	-25.0%
<u>Other</u>					
Allocation of Administration Expense	18,685	19,969	19,969	20,853	4.4%
Program Amortization		(10,822)		9,625	-188.9%
Operating Income/(Loss)	<u>50,109</u>		<u>(92,514)</u>		
NET CONTRIBUTION					
(INTERFUND TRANSFER)	\$108,492	\$132,798	\$132,798	\$190,040	43.1%

Fund: Risk Management
Department: Employee Services

Self-Insured Program

The Town utilizes a Self-Insured Retention (SIR) program for general liability, automobile liability and law enforcement liability with a retention level of \$250,000. The Town purchases excess insurance to cover core catastrophic losses. Claims for the SIR program are self administered by in-house risk management staff and actuarial services are procured. The self-insured program's required inter-fund transfer for FY 2013 is \$1,023,226, a decrease of \$45,431 from the FY 2012 contribution. The decrease is the result of modest reductions in the program costs for unemployment, school leaders, public officials and general liability.

SELF-INSURED PROGRAM					
	Actual	Adopted	Estimated	Adopted	Percent
<u>Expenses</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Change</u>
Regular Payroll	\$ 78,834	\$ 82,125	\$ 82,125	\$ 86,100	4.8%
Professional Services	22,362	50,000	50,000	50,000	
Claims Administration Expense	107,376	96,000	96,000	106,100	10.5%
SIR Retention Claims (GL/AL/LEL)	142,061	509,372	509,372	486,029	-4.6%
Other SIR Program Expense	510,328	375,000	335,000	320,000	-14.7%
Social Security	<u>6,043</u>	<u>6,283</u>	<u>6,283</u>	<u>6,587</u>	4.8%
Total Expenses	867,004	1,118,780	1,078,780	1,054,816	-5.7%
<u>Revenues</u>					
Interest on Investments	109,811	80,000	31,768	65,000	-18.8%
Subrogation	<u>203,415</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	
Total Revenues	313,226	130,000	81,768	115,000	-11.5%
<u>Other</u>					
Allocation of Administration Expense	74,740	79,877	79,877	83,410	4.4%
Program Amortization					
Operating Income/(Loss)	<u>330,303</u>		<u>(8,232)</u>		
NET CONTRIBUTION (INTERFUND TRANSFER)	\$958,821	\$1,068,657	\$1,068,657	\$1,023,226	-4.3%

Fund: Risk Management
Department: Employee Services

Insured Program

The insured program includes premiums paid for insurance coverages that are in excess of the self-insured retention. The insured program also includes premiums paid for coverage that the Town and Board of Education elect not to self-insure. These include special events, sports accidents, surety bonds, property life and long-term disability. An inter-fund transfer of \$1,416,603 will be required in FY 2013 to meet the costs of the insured program, an increase of \$100,174. The increase is the result of expected policy increases from carriers as they amortize the costs of recent natural disasters. This is reflected primarily in the property insurance area where the cost is expected to increase from \$480,000 to 575,000.

INSURED PROGRAM					
	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Adopted</u>	<u>Percent</u>
<u>Expenses</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Change</u>
Purchased Insurance	\$1,247,354	\$1,373,855	\$1,380,331	\$1,490,750	8.5%
Total Expenses	\$1,247,354	\$1,373,855	\$1,380,331	\$1,490,750	8.5%
<u>Other</u>					
Allocation of Administration Expense	18,685	19,969	19,969	20,853	4.4%
Program Amortization		(77,395)		(95,000)	22.7%
Operating Income/(Loss)	<u>59,022</u>	<u></u>	<u>(83,871)</u>	<u></u>	
NET CONTRIBUTION					
(INTERFUND TRANSFER)	\$1,325,061	1,316,429	1,316,429	1,416,603	7.6%

TOWN OF WEST HARTFORD

Fiscal Year 2012-2013

BUDGET IN BRIEF

PENSION OPERATING FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Employee Contributions	\$ 2,252,910	\$ 2,200,000	\$ 2,300,000	\$ 2,350,000
Interest Income	1,048			
Trust Fund Contribution	7,870,006	6,741,000	7,448,650	5,043,024
Transfer In	<u>10,000,000</u>	<u>11,648,000</u>	<u>11,648,000</u>	<u>14,167,000</u>
Total Revenues & Other Resources	\$20,123,964	\$20,589,000	\$21,396,650	\$21,560,024

EXPENDITURES AND OTHER USES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
--------------------------------	---------------------	----------------------	------------------------	----------------------

Employee Services -				
Administration	\$ 489,028	\$ 522,000	\$ 583,650	\$ 567,024
Regular Payments	18,654,516	19,100,000	19,820,000	20,000,000
Survivor Payments	940,501	942,000	968,000	968,000
Pension Refunds	<u>39,919</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
Total Expenditures & Other Uses	\$20,123,964	\$20,589,000	\$21,396,650	\$21,560,024

DEPARTMENT OF EMPLOYEE SERVICES

PENSION OPERATING FUND

MISSION

It is the mission of the Pension Fund to provide for the pension payments earned by employees according to the individual provisions of their union contract and other Employee/Town agreements. The Pension Fund operates as a trust fund, and is an unbudgeted fund independent from the General Fund. Information on the Pension Fund is included to provide support for expenditures in budgeted funds. The fund is actuarially evaluated on an annual basis to ensure that it has adequate assets to meet the current and future needs of the Pension Plan.

BUDGET SUMMARY DEPARTMENT OF EMPLOYEE SERVICES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Wages & Salaries	\$ 95,999	\$ 99,684	\$ 44,681	\$ 98,825	\$ 103,346	3.7%
Operating Expense	289,354	310,475	144,549	373,050	344,800	11.1%
Fringe Benefits	19,738,611	20,178,841	10,191,039	20,924,775	21,111,878	4.6%
TOTAL	\$20,123,964	\$20,589,000	\$10,380,269	\$21,396,650	\$21,560,024	4.7%

<u>Full-Time Positions:</u>	<u>Authorized Positions</u>			<u>Revised</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Assistant Director of Employee Services	0.2	0.1	0.1	0.1	0.1
Human Resource Specialist	0.2	0.5	0.5	0.5	0.5
Senior Staff Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	1.4	1.6	1.6	1.6	1.6

BUDGET & PROGRAM HIGHLIGHTS

The fiscal year 2013 Pension Fund budget increases \$971,024, or 4.7%, over the prior year. This increase results primarily from anticipated payments to retired employees under the terms of the Town's Pension Plan (\$926,000). In addition, the budget reflects a cost-of-living adjustment for full-time employees and an increase in professional services costs (\$34,750) relating to investment advisory and actuarial services.

Pension Trust Fund Contribution

The pension contribution is actuarially determined based on a review of the historical and existing assets and liabilities of the plan. The plan had performed very well and was in a fully-funded state for over twelve years, thus not requiring a contribution from the General Fund. With the subsequent drop in the market since 2000, the value of plan assets decreased, prompting an annual Town contribution beginning in fiscal year 2003 of \$1,157,815. The annual contribution has continued to grow and is \$14,167,000 for fiscal year 2013, an increase of \$2,519,000 over the fiscal year 2012 adopted budget.

Fund: Pension Operating Fund
Department: Employee Services

SUMMARY OF EXPENDITURES

<u>Expenditures</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$ 95,838	\$ 99,684	\$ 44,681	\$ 98,825	\$ 103,346	3.7%
Overtime	161					
Office Expense	6,417	8,700	2,351	7,800	8,300	-4.6%
Dues and Travel	382	850	323	550	850	
Professional Services	282,040	300,300	141,812	364,250	335,050	11.6%
Printing Services	202	300		200	300	
Meals	158	125	11	100	100	-20.0%
Telecommunications	155	200	52	150	200	
Social Security	6,943	7,626	3,216	7,560	7,906	3.7%
Pension Payments	19,634,936	20,067,000	10,154,232	20,813,000	20,993,000	4.6%
Pension Expense	20,542	23,195	11,597	23,195	27,181	17.2%
Risk Management						
Expense	39,159	43,989	21,994	43,989	46,760	6.3%
Transfer Out	<u>37,031</u>	<u>37,031</u>		<u>37,031</u>	<u>37,031</u>	
Total Department	\$20,123,964	\$20,589,000	\$10,380,269	\$21,396,650	\$21,560,024	4.7%

SUMMARY OF REVENUES

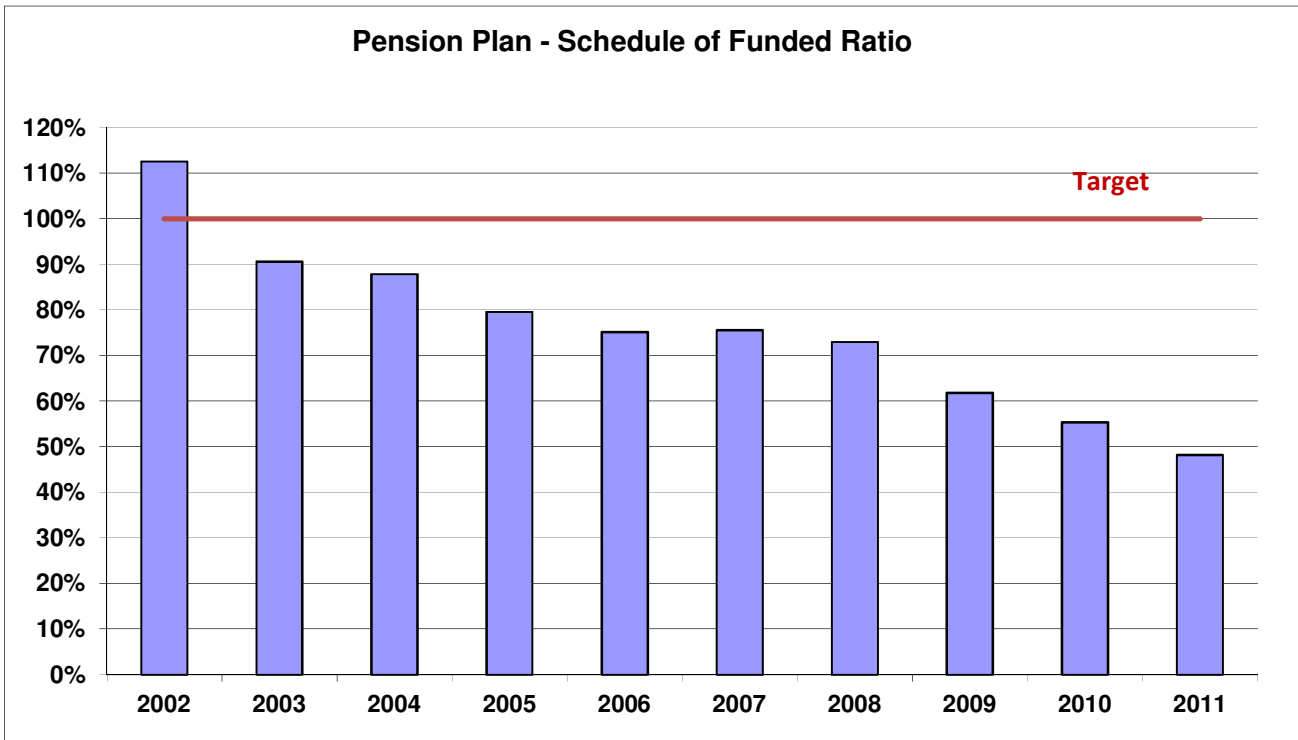
<u>Revenues</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Employee Contributions	\$2,252,910	\$2,200,000	\$ 1,191,235	\$2,300,000	\$2,350,000	6.8%
Interest Income	1,048					
Trust Fund Contribution	7,930,000	6,741,000	3,370,000	7,448,650	5,043,024	-25.2%
Transfer In	<u>10,000,000</u>	<u>11,648,000</u>	<u>5,824,000</u>	<u>11,648,000</u>	<u>14,167,000</u>	21.6%
Total Department	\$20,183,958	\$20,589,000	\$10,385,235	\$21,396,650	\$21,560,024	4.7%

Fund: Pension Operating Fund
Department: Employee Services

PROGRAM PERFORMANCE MEASURES & INDICATORS

	<u>7/1/2007</u>	<u>7/1/2008</u>	<u>7/1/2009</u>	<u>7/1/2010</u>	<u>7/1/2011</u>
Actuarial Value of Assets (millions)	\$179.5	\$178.2	\$167.3	\$154.8	\$148.8
Actuarial Accrued Liability (millions)	\$237.4	\$244.1	\$270.8	\$279.5	\$308.9
Funded Ratio	75.6%	73.0%	61.8%	55.4%	48.2%

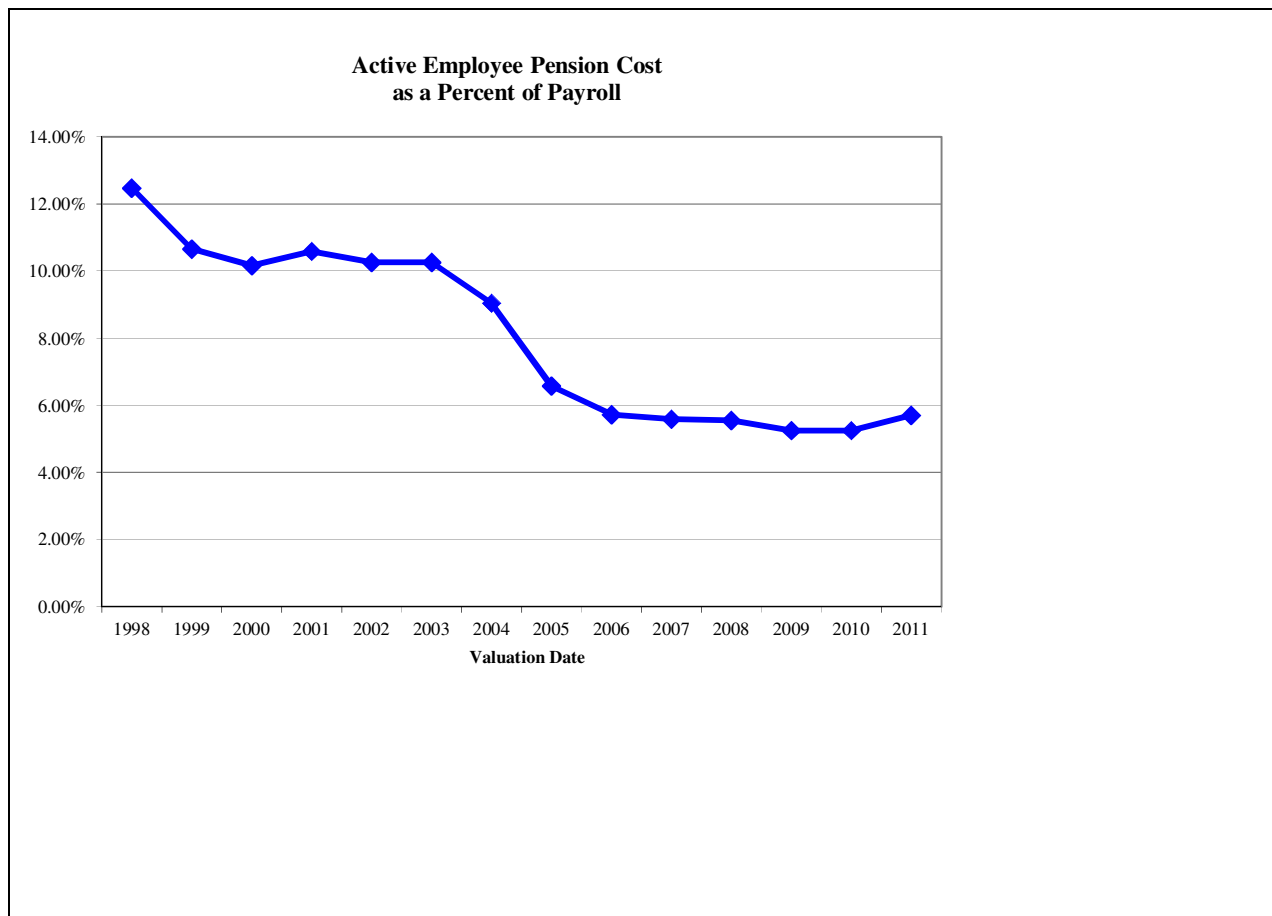
Pension Plan - Schedule of Funded Ratio



The total market value of Pension Plan assets increased 14.3% during fiscal year 2011, totaling \$147,201,803 on June 30, 2011. The most recent actuarial valuation of the Pension Plan was conducted on July 1, 2011 and the actuarial value of assets was calculated to determine the required contribution to the plan for fiscal year 2013. The actuarial value is a smoothed asset value that recognizes gains and losses in value over a five year period, reducing the impact of volatile fluctuations in the market in a given year. As part of the 2011 actuarial valuation, an experience study was completed to review the assumptions used in the valuation. As a result of this review, the mortality table and salary scale growth assumptions were revised. The mortality table change added \$13,582,000 in liability to the plan and increased fiscal year 2013's contribution by \$1,162,000. The salary growth scale change reduced the liability by \$5,003,000 and the contribution for next year by \$450,828. The discount rate assumption was also lowered from 8.50% to 8.25%, which added \$8,105,000 to the plan liability and increased the fiscal year 2013 contribution by \$560,828. Based upon this valuation, a contribution of \$14,167,000 is required for fiscal year 2013, an increase of \$2,519,000.

Fund: Pension Operating Fund
Department: Employee Services

In 2003, the retirement eligibility requirements for new employees was extended from age 55 to age 65 for non-public safety employees, and an additional five years of service was added for public safety employees. This change dramatically reduced the liability associated with new employees and positively impacted the normal cost portion of the pension contribution. Normal cost is the payment made to the Pension Fund by the Town to fund the benefits earned each year. As detailed on the graph below, the normal cost component of the pension contribution has declined as a percentage of payroll costs. In 1998, normal cost as a percentage of payroll was 12.47%, whereas in 2011 it was 5.71%. The market performance during the 2000's has significantly impacted the past service cost (i.e. unfunded liability) of the pension contribution, increasing from -3.8% of payroll to 17.6% of payroll during the same period.



DEPARTMENT: EMPLOYEE SERVICES

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised 2011-12	Adopted 2012-13
	2009-10	2010-11	2011-12		
<u>GENERAL FUND</u>					
Executive Director of Human Resources*	0.5	0.4	0.4	0.4	0.4
Assistant Director of Employee Services	0.8	0.8	0.8	0.8	0.8
Human Resource Specialist	0.8	1	1	1	1
Senior Staff Assistant	1				
Executive Assistant**	<u>0.5</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL GENERAL FUND	3.6	3.2	3.2	3.2	3.2
<u>PENSION</u>					
Assistant Director of Employee Services	0.2	0.1	0.1	0.1	0.1
Human Resource Specialist	0.2	0.5	0.5	0.5	0.5
Senior Staff Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL PENSION FUND	1.4	1.6	1.6	1.6	1.6
<u>RISK MANAGEMENT</u>					
Executive Director of Human Resources*		0.1	0.1	0.1	0.1
Assistant Director of Employee Services		0.1	0.1	0.1	0.1
Risk Manager	1	1	1	1	1
Claims Administrator	1	1	1	1	1
Safety Analyst	1	1	1	1	1
Human Resource Specialist		0.5	0.5	0.5	0.5
Senior Personnel Analyst	1				
Benefits Coordinator		1	1	1	1
Senior Staff Assistant	<u>1</u>				
TOTAL RISK MANAGEMENT	5	4.7	4.7	4.7	4.7
TOTAL EMPLOYEE SERVICES	10	9.5	9.5	9.5	9.5

* The Executive Director of Human Resources position is shared with the Board of Education.

** This position was shared with the Department of Financial Services through FY 2010.

This Page Left Intentionally Blank

ANNUAL BUDGET 2012-2013

FIRE DEPARTMENT**MISSION**

The mission of the West Hartford Fire Department is to provide superior emergency service to the citizens of West Hartford. This mission will be accomplished by utilizing the latest industry technology, state of the art training, sound fiscal policy and effective resource management.

The Fire Department's primary goals are to:

- Improve the quality of life for the citizens of West Hartford through education in methods of preventing fires and the development of fire safety attitudes.
- Provide the most efficient and cost effective delivery of emergency service.
- Improve the quality of life through fair and consistent code enforcement.
- Investigate all major fires and those of incendiary origin for education and prosecution purposes.
- Ensure that our personnel are highly trained in the areas of technical, human and conceptual skills.
- Serve as our Town's first line of defense against natural and man-made disasters.

BUDGET SUMMARY FIRE DEPARTMENT						
	Actual	Adopted	Actual	Estimated	Adopted	Percent
<u>Expenditures:</u>	<u>2010-11</u>	<u>2011-12</u>	<u>6 Months</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Change</u>
Wages & Salaries	\$9,306,571	\$9,342,132	\$4,613,266	\$10,177,156	\$9,404,039	0.7%
Operating Expense	549,516	575,484	271,182	580,992	633,107	10.0%
Social Security	133,250	144,874	61,255	144,874	153,672	6.1%
TOTAL	\$9,989,337	\$10,062,490	\$4,945,703	\$10,903,022	\$10,190,818	1.3%
<u>Revenues:</u>						
Intergovernmental	\$ 14,500	\$ 15,000	\$	\$ 14,500	\$ 14,500	-3.3%
Licenses & Permits	204,258	340,100	62,288	248,380	203,925	-40.0%
Charges for Services	1,342	1,000	300	680	610	-39.0%
Fines & Forfeitures				1,500	3,000	
TOTAL	\$220,100	\$356,100	\$62,588	\$265,060	\$222,035	-37.6%

	Authorized Positions			Revised	Adopted
<u>Full-Time Positions:</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
General Fund	92	92	92	92	92
TOTAL	92	92	92	92	92

BUDGET & PROGRAM HIGHLIGHTS

Overall, the Fire Department's budget increases \$128,328 or 1.3% in fiscal year 2013. Wage and salary increases total \$61,907 and are comprised of merit increases and an adjustment (\$200,000) to the overtime appropriation to reflect the cost of minimum staffing, offset by savings from filling vacant positions at the beginning of the pay range. The Firefighters Union contract expires June 30, 2012. This budget assumes no cost-of-living increases in fiscal year 2013. Operating expenses show an increase of \$57,623 or 10.0%. The increase is comprised of additional equipment purchases (\$57,140), maintenance costs (\$3,000), professional services (\$5,000), training (\$5,000), and dues and training (\$500). This is offset in part by savings or reductions to printing and binding (\$500), utility costs (\$5,517), information technology costs (\$5,000), grounds maintenance (\$1,000) and office expense (\$1,000). Social security is reflective of budgeted wages.

COST CENTER: MANAGEMENT DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Blasting Permits	\$	\$ 100	\$	\$ 100	\$ 100	
Alarm Fees		1,000		230	460	-54.0%
Miscellaneous Revenue	<u>1,300</u>	<u>500</u>	<u>300</u>	<u>300</u>	—	-100.0%
TOTAL	\$1,300	\$1,600	\$ 300	\$ 630	\$ 560	-65.0%

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$280,247	\$306,373	\$139,004	\$225,667	\$279,321	-8.8%
Overtime	115					
Office Expense	7,517	5,700	3,412	5,700	4,700	-17.5%
Dues and Travel	1,247	1,400	309	1,400	1,900	35.7%
Professional Services	8,993	8,650		8,650	13,650	57.8%
Printing/Binding Services	3	500	120	500		-100.0%
Office Equipment	624	200	312	200	200	
Uniforms & Laundry	431	1,000	321	1,000	1,000	
Telecommunications	19,443	20,000	8,151	20,000	20,000	
Social Security	<u>12,898</u>	<u>19,803</u>	<u>4,087</u>	<u>19,803</u>	<u>14,802</u>	-25.3%
TOTAL	\$331,518	\$363,626	\$155,716	\$282,920	\$335,573	-7.7%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Fire Chief	0.8	0.8	0.8	0.8	0.8
Assistant Fire Chief	1	1	1	1	1
Executive Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	2.8	2.8	2.8	2.8	2.8

MANAGEMENT DIVISION – BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: Reflects a decrease due to the savings anticipated from refilling the vacant Assistant Fire Chief position at a lower salary than previously received.

Office Expense: This appropriation funds all office supplies, printing costs and postage for the Management division. In addition, the appropriation covers the cost of professional publications in the fire service at all five station locations and departmental management. This appropriation is reduced \$1,000 due to office supplies savings anticipated.

Dues and Travel: This appropriation covers professional membership requirements for the Fire Chief and both Assistant Chiefs. This budget item maintains access to professional knowledge and certifications. Also included is the cost of required certification and professional training. This covers less than 25% of actual cost. The attending officers cover the remaining portion of the costs.

Professional Services: This cost involves required entry and promotional physicals, OSHA required physicals, and hazardous material team physicals. Requested funding also includes an additional \$5,000 for Information Technology costs required for the Department's records management system. The professional services will be used to enhance the utilization of the system by improving the access and availability of information for decisions making purposes.

Printing/Binding Services: This appropriation finances the costs associated with printing, binding and the use of the BOE's print shop. These costs will be eliminated as the Department moves to online training courses.

Office Equipment: Maintains funding at \$200 for minor office equipment requirements.

Uniforms & Laundry: This appropriation covers chief officer uniform repair and maintenance costs. Consistent with the prior year, requested funding is \$1,000.

Telecommunications: This appropriation funds the costs associated with the desktop telephone services for maintenance and circuits, cell phone costs, and call back notification systems.

Social Security: This appropriation is for required federal payments based upon actual wages paid.

COST CENTER: EMERGENCY MANAGEMENT

SUMMARY OF REVENUES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Intergovernmental	\$14,500	\$14,500	\$	\$14,500	\$14,500	
TOTAL	\$14,500	\$14,500	\$	\$14,500	\$14,500	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$25,795	\$26,729	\$16,932	\$25,852	\$25,852	-3.3%
Office Expense	492	700		700	700	
Professional Services		2,000	1,060	2,000	2,000	
Printing/Binding Services		300		300	300	
Office Equipment	850	500		500	500	
Information Technology		20,000	20,000	20,000	15,000	-25.0%
Miscellaneous						
Administrative Expense	1,469	500	8,472	500	500	
Telecommunications	550	800	215	800	800	
Social Security	<u>1,882</u>	<u>1,687</u>	<u>341</u>	<u>1,687</u>	<u>375</u>	-77.8%
TOTAL	\$31,038	\$53,216	\$47,020	\$56,588	\$46,027	-13.5%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Fire Chief	<u>0.2</u>	<u>0.2</u>	<u>0.2</u>	<u>0.2</u>	<u>0.2</u>
TOTAL	0.2	0.2	0.2	0.2	0.2

EMERGENCY MANAGEMENT DIVISION – BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: Reflects 20% of the Fire Chief's position as the Emergency Management Director for the Town. This amount and related social security is billed through the State Emergency Management Program Grant and reimbursed to the Town at a rate of 50%.

Office Expense: This appropriation covers the office supplies, printing and postage costs for the division.

Professional Services: Represents the cost of outside training experts who train the West Hartford Community Emergency Response Team (CERT).

Printing/Binding Services: This appropriation finances the costs associated with printing, binding and the use of the BOE's print shop. These costs include large volume training documents and forms that are used. Funding remains level at \$300.

Office Equipment: Maintains funding at \$500 for minor office equipment requirements for the CERT team and the emergency operations center.

Information Technology: The appropriation is for the maintenance of the West Hartford Citizen Advisory Notification System, which was installed in the current year. The system is used for citizen and employee notifications. Ongoing costs are expected to decrease in fiscal year 2013.

Miscellaneous Administrative Expense: This appropriation covers unanticipated costs in emergency management and is funded at \$500.

Telecommunications: This appropriation funds the costs associated with the desktop telephone services for maintenance and circuits, cell phone costs, and call back. Funding is requested at \$800 based upon actual usage.

Social Security: This appropriation is for required federal payments based upon actual wages paid.

COST CENTER: FIREFIGHTING

SUMMARY OF EXPENDITURES

	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$6,221,206	\$6,793,419	\$3,256,034	\$7,030,984	\$6,673,607	-1.8%
Overtime	1,838,014	1,200,000	929,809	1,895,000	1,400,000	16.7%
Holiday	404,595	438,976	14,646	418,769	440,890	0.4%
Education Premium Pay	50,922	50,500	21,463	50,500	56,500	11.9%
Office Expense	1,374	2,000	3,187	2,000	2,000	
Minor Equipment	4,413	5,000	2,435	5,000	34,940	598.8%
Uniforms & Laundry	30,616	27,800	16,733	33,308	54,500	196.0%
Education Tuition Reimbursement	10,000	10,000	3,713	10,000	10,000	
Utilities	108,730	109,345	54,672	109,345	108,213	-1.0%
Operating Expense-Misc	3,031	3,000	4,227	3,000	3,000	
Maintenance & Repairs	7,191	17,000	1,867	17,000	17,000	
Miscellaneous Supplies	28,342	30,000	11,165	30,000	30,000	
Social Security	<u>105,748</u>	<u>109,696</u>	<u>51,241</u>	<u>109,696</u>	<u>126,224</u>	15.1%
TOTAL	\$8,814,182	\$8,796,736	\$4,371,192	\$9,714,602	\$8,956,874	1.8%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Fire Battalion Chief	4	4	4	4	4
Fire Captain	5	5	5	5	5
Fire Lieutenant	15	15	15	15	15
Apparatus Operator	20	20	20	20	20
Firefighter	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>
TOTAL	84	84	84	84	84

FIREFIGHTING DIVISION – BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The Firefighters Union contract expires June 30, 2012. This budget assumes no cost-of-living increases in fiscal year 2013. An \$119,812 savings is attributed to vacancies refilled with new employees at lower starting wages.

Overtime: This appropriation covers anticipated overtime costs due to the minimum manpower (staffing) agreement of 21 personnel per shift. Requested funding of \$1,400,000 represents an increase of 16.7% in overtime cost to more accurately reflect the cost of this contract provision. This assumes on average 8.5 personnel a day are on overtime status.

Holiday Pay: Reflects the cost of twelve (12) days of holiday pay per employee in lieu of actual days off.

Education Premium Pay: Members of the union are eligible for education attainment payments of \$1,000 for 60 college credits or an Associates Degree; \$1,500 for 90 college credits; and \$2,000 for 120 college credits or a Bachelor's Degree. Requested funding is \$56,500 and reflects current union members receiving education premium pay.

Office Expense: Reflects level funding for office supplies at \$2,000 in this budget year. This line item covers the cost of office supplies for all five fire stations.

Minor Equipment: Includes a funding increase of \$29,940 for hazardous materials equipment (\$4,000), rescue equipment (\$10,000) and hose and hand line supply equipment (\$15,940).

Uniforms & Laundry: This appropriation funds the cost of small safety items including gloves, flash hoods, safety goggles, etc. (\$9,500), the cost of twelve sets of replacement bunker coats, bunker pants and helmets (\$30,000), contractually required shoes (\$4,000) and officer and firefighter uniform repair and maintenance costs (\$11,000).

Education Tuition Reimbursement: Represents contract requirement to cover 75% of approved tuition costs per union member up to a cap of \$1,000 per employee. Requested funded is \$10,000 as required by the contract.

Utilities: This appropriation represents the cost of renting approximately 1,550 hydrants from the Metropolitan District Commission.

Operating Expense – Miscellaneous: This appropriation covers unanticipated costs in firefighting operations and is funded at \$3,000, a level appropriation from the prior year.

Maintenance & Repairs: Covers small equipment repair on items such as meters, monitors, and various electrical devices and annual maintenance and service fees on the department's mobile data terminals.

Miscellaneous Supplies: This appropriation covers the following items:

Emergency Medical Service Supplies-The cost of expendable medical supplies used in the treatment of patients (\$9,000).

SCBA Supplies-The programmed replacement of the department's self-contained breathing apparatus as required by OSHA and National Fire Protection Association Standards (\$21,000).

Social Security: This appropriation is for required federal payments based upon actual wages paid.

PROGRAM PERFORMANCE MEASURES AND INDICATORS					
<u>Fire Effectiveness Measures</u>					
	<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
Extent of Flame Damage Confined to Room of Origin	98%	97%	98%	96%	98%
Percentage of Fires Handled by 20 or Fewer Firefighters	100%	97%	95%	98%	100%
Agent Application Under Five Minutes of Arrival	100%	98%	100%	100%	100%

COST CENTER: PREVENTION

SUMMARY OF REVENUES						
	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Fire Occupancy/Use Permits	\$204,300	\$340,000	\$ 62,288	\$248,430	\$203,975	-40.0%
Fines & Forfeitures	_____	_____	_____	<u>1,500</u>	<u>3,000</u>	
TOTAL	\$204,300	\$340,000	\$ 62,288	\$249,930	\$206,975	-39.1%

SUMMARY OF EXPENDITURES						
	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$270,867	\$287,800	\$129,041	\$287,800	\$289,449	0.6%
Temporary Payroll	19,902	23,000	9,720	23,000	23,000	
Overtime	1,483	5,100	2,530	5,100	5,100	
Education Premium Pay	2,521	3,000	1,062	3,000	3,000	
Office Expense	2,633	5,500	585	5,500	5,500	
Printing/Binding Services	225	200	75	200	200	
Office Equipment	194	500	354	500	1,000	100.0%
Uniforms & Laundry	616	800	1,855	800	800	
Miscellaneous Supplies	2,561	4,500	2,295	4,500	4,500	
Social Security	<u>11,352</u>	<u>12,364</u>	<u>4,966</u>	<u>12,364</u>	<u>10,921</u>	-11.7%
TOTAL	\$312,354	\$342,764	\$152,483	\$342,764	\$343,470	0.2%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Assistant Fire Chief	1	1	1	1	1
Fire Inspector	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL	3	3	3	3	3

PREVENTION DIVISION – BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: Reflects salaries and deferred compensation matching for Fire Inspectors and the Assistant Chief position. The Firefighters Union contract expires June 30, 2012. This budget assumes no cost-of-living increase in fiscal year 2013 for Fire Union positions.

Temporary Payroll: This appropriation contains funding for hours necessary to administer Fire Occupancy/Use Permits.

Overtime: This appropriation covers the use of Fire Inspectors for assisting in fire investigations and fire prevention education activities, which have been curtailed significantly.

Education Premium Pay: Members of the union are eligible for education attainment payments of \$1,000 for 60 college credits or an Associates Degree; \$1,500 for 90 college credits; and \$2,000 for 120 college credits or a Bachelor's Degree.

Office Expense: This appropriation covers office supplies, printing/copying and postage costs for the division.

Printing/Binding Services: This appropriation finances the costs associated with printing, binding and the use of the BOE's print shop. These costs include large volume training documents and fire prevention forms that are used.

Office Equipment: The appropriation is increased \$500 to purchase additional fire investigation supplies and evidence collection equipment. The purchase of prevention equipment (fire extinguisher refills, tools, batteries, etc.) is included.

Uniforms & Laundry: This appropriation covers fire inspector uniform repair and maintenance costs.

Miscellaneous Supplies: Cost of buying NFPA, Insurance Industry, and updated professional material for fire safety education programs.

Social Security: This appropriation is for required federal payments based upon actual wages paid.

PROGRAM PERFORMANCE MEASURES AND INDICATORS					
	<u>FY</u> <u>2007</u>	<u>FY</u> <u>2008</u>	<u>FY</u> <u>2009</u>	<u>FY</u> <u>2010</u>	<u>FY</u> <u>2011</u>
Percent of Applicable Properties with Completed or Updated Pre-Plans	79%	80%	80%	85%	88%

COST CENTER: STATION OPERATIONS & MAINTENANCE

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Utilities	\$105,283	\$86,639	\$43,319	\$86,639	\$82,254	-5.1%
Telecommunications	511	700		700	700	
Building Maintenance	38,147	36,200	22,705	36,200	39,200	8.3%
Grounds Maintenance	<u>1,832</u>	<u>3,200</u>	<u>41</u>	<u>3,200</u>	<u>2,200</u>	-31.3%
TOTAL	\$145,773	\$126,739	\$66,065	\$126,739	\$124,354	-1.9%

STATION OPERATIONS & MAINTENANCE – BUDGET AND PROGRAM HIGHLIGHTS

Utilities: **Electricity** – This appropriation covers the cost of electrical service to each of the five (5) fire stations (\$51,856), which reflects a reduction based upon consumption and rates.

Natural Gas – This appropriation (\$25,975) covers the cost of natural gas at all stations (except Fire Station 4 on Albany Avenue), and is reduced based upon consumption and reduced rates.

Water – Covers the cost of water service to each of the five (5) fire stations (\$4,423).

Telephone: Covers the cost of telephone service to Fire Stations 1 and 3. Requested funding is slightly less than the prior year.

Building Maintenance: This appropriation covers the cost of both planned and unplanned station maintenance (door repair, furnace repairs, etc.), and the cost of expendable supplies used in the stations (paper products, cleaners, etc.). Requested funding is \$39,200, an increase of 8.3% to cover anticipated additional maintenance at the fire stations, inclusive of exhaust extraction systems.

Grounds Maintenance: Covers the cost of maintaining the grounds around each of the fire stations (\$2,200), a reduction of \$1,000 from fiscal year 2012.

COST CENTER: EQUIPMENT OPERATIONS & MAINTENANCE

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$82,308	\$88,554	\$39,978	\$88,554	\$88,554	
Overtime	8,833	12,000	5,394	12,000	12,000	
Holiday	3,784	4,014		4,014	4,094	2.0%
Vehicles & Equipment Expense	149,157	150,000	55,843	150,000	150,000	
Social Security	<u>1,370</u>	<u>1,324</u>	<u>620</u>	<u>1,324</u>	<u>1,350</u>	2.0%
TOTAL	\$245,452	\$255,892	\$101,835	\$255,892	\$255,998	

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Fire Lieutenant Mechanic	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	1	1	1	1	1

EQUIPMENT OPERATIONS & MAINTENANCE DIVISION – BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: Reflects salary for the Fire Lieutenant Mechanic. No cost-of-living increase is budgeted for Fire Union employees.

Overtime: This appropriation covers call backs due to greater alarm support activity and emergency repairs to fire apparatus during non-business hours.

Holiday Pay: Reflects the cost of holiday pay in lieu of actual days off, per union contract.

Vehicle & Equipment Maintenance: This appropriation covers the costs for fuel (\$50,000) and vehicle maintenance (\$100,000) for all department vehicles. The funding request is consistent with the prior year.

Social Security: This appropriation is for required federal payments based upon actual wages paid.

COST CENTER: TRAINING

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$89,952	\$96,667	\$44,249	\$96,667	\$96,672	
Overtime	4,010	4,000	2,554	4,000	4,000	
Education Premium Pay	2,017	2,000	850	2,000	2,000	
Office Expense	977	1,350	979	1,350	1,350	
Training	6,183	13,000		13,000	18,000	38.5%
Professional Services	2,410	4,000	2,540	4,000	4,000	
Printing/Binding Services		200		200	200	
Office Equipment	3,030	1,500	220	1,500	1,500	
Education Tuition Reimbursement	<u>441</u>	<u>800</u>	<u> </u>	<u>800</u>	<u>800</u>	
TOTAL	\$109,020	\$123,517	\$51,392	\$123,517	\$128,522	4.1 %

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Fire Captain – Training	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	1	1	1	1	1

TRAINING DIVISION – BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: Reflects salary for the Captain of Fire Training. No cost-of-living increase is budgeted for Fire Union employees.

Overtime: Covers the cost of overtime for required night or weekend training programs and greater alarm activity.

Education Premium Pay: Members of the union are eligible for education attainment payments of \$1,000 for 60 college credits or an Associates Degree; \$1,500 for 90 college credits; and \$2,000 for 120 college credits or a Bachelor's Degree.

Office Expense: This appropriation covers office supplies, printing/copying and postage costs.

Training: This appropriation reflects all expenditures related to maintaining the skill levels of firefighting personnel including leadership, general firefighting, apparatus operation, emergency medical training, hazardous material training, and extrication skills, and reflects the anticipated cost of training in FY 2013. Training costs increase as online training is instituted for firefighters.

Professional Services: This line item covers the cost of outside expert instruction in emergency medical services and other technical skill areas.

Printing/Binding Services: This appropriation finances the costs associated with printing, binding and the use of the BOE's print shop. These costs include large volume training documents and forms that are used.

Office Equipment: Includes funding at \$1,500 for minor training equipment (tools and appliances).

DEPARTMENT: FIRE

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised 2011-12	Adopted 2012-13
	2009-10	2010-11	2011-12		
<u>GENERAL FUND</u>					
Fire Chief	1	1	1	1	1
Assistant Fire Chief	2	2	2	2	2
Executive Assistant	1	1	1	1	1
Fire Battalion Chief	4	4	4	4	4
Fire Captain	5	5	5	5	5
Fire Lieutenant	15	15	15	15	15
Apparatus Operator	20	20	20	20	20
Firefighter	40	40	40	40	40
Fire Inspector	2	2	2	2	2
Fire Captain-Training	1	1	1	1	1
Fire Lieutenant Mechanic	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL FIRE DEPARTMENT	92	92	92	92	92

This Page Left Intentionally Blank

ANNUAL BUDGET 2012-2013

POLICE DEPARTMENT

MISSION

The West Hartford Police Department, in active cooperation with our community, will enforce all laws and work to improve the quality of life. We will treat every individual with fairness and respect. We will accomplish this mission by providing professional, high quality police services.

The Police Department's primary goals are:

- To provide prompt and professional response to medical emergencies, vehicular accidents or crimes reported in West Hartford.
- To work in cooperation with residents, business owners, interest groups and other town agencies to maintain the high standards for which this community is known.
- To further the professionalism of law enforcement as a whole.
- To deliver a high level of service in the most cost efficient manner possible.
- To maintain the perception of safety among residents and visitors to the Town.

BUDGET SUMMARY POLICE DEPARTMENT						
<u>Expenditures:</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Wages & Salaries	\$12,284,036	\$12,794,249	\$6,067,488	\$12,794,249	\$13,215,063	3.3%
Operating Expense	952,577	909,752	419,925	909,752	920,555	1.2%
Equipment	19,854					
Social Security	<u>247,281</u>	<u>255,477</u>	<u>120,643</u>	<u>255,477</u>	<u>269,453</u>	5.5%
TOTAL	\$13,503,748	\$13,959,478	\$6,608,056	\$13,959,478	\$14,405,071	3.2%
<u>Revenues:</u>						
Intergovernmental Revenues	\$308,754	\$149,790	\$67,607	\$149,790	\$135,000	-9.9%
Licenses & Permits	9,989	7,500	4,800	10,250	9,250	23.3%
Charges for Services	123,958	35,800	18,985	38,414	37,800	5.6%
Fines & Forfeitures	651,889	744,660	456,709	835,810	435,860	-41.5%
Miscellaneous Revenue	<u>77,099</u>	<u>75,000</u>	<u>230</u>	<u>75,300</u>	<u>75,000</u>	
TOTAL	\$1,171,689	\$1,012,750	\$548,331	\$1,109,564	\$692,910	-31.6%

Authorized Positions			Revised	Adopted
Full-Time Positions:	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
General Fund	151*	151*	151*	152*
Parking Lot Fund	<u>2</u>	<u>2</u>	<u>2</u>	<u>1</u>
TOTAL	153	153	153	153

* One Police Officer position is unfunded.

BUDGET & PROGRAM HIGHLIGHTS

The Police Department's fiscal year 2013 budget increases \$445,593, or 3.2%. Contractual cost-of-living and merit increases for union employees are reflected in the budget and the assumed hiring lag in filling vacant Police Officer positions has been increased to \$300,000. In addition, one beat officer, previously funded in the Parking Lot Fund, will now be funded by the General Fund. Operating expense increases \$10,803 or 1.2%, primarily due to increased maintenance costs (\$21,180) and ammunition costs (\$15,000) offset by savings in telecommunications (\$15,000) and professional services (\$10,797). The social security appropriation reflects budgeted wages.

COST CENTER: POLICE MANAGEMENT DIVISION

SUMMARY OF REVENUES

	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Intergovernmental Revenue	\$16,162	\$	\$	\$	\$	
Miscellaneous Permits	9,534	7,000	4,730	10,000	9,000	28.6%
Alarm Fees	22,585	20,000	11,597	22,000	22,000	10.0%
Miscellaneous Revenue	<u>230</u>	<u></u>	<u>230</u>	<u>300</u>	<u></u>	
TOTAL	\$48,511	\$27,000	\$16,557	\$32,300	\$31,000	14.8%

SUMMARY OF EXPENDITURES

	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$510,782	\$497,348	\$326,582	\$624,174	\$511,105	2.8%
Temporary Payroll	19,414	18,000	9,323	18,000	18,000	
Overtime		969	167	969	969	
Office Expense	8,900	12,200	3,410	12,200	12,200	
Dues and Training	997	23,509	260	23,509	23,509	
Boards & Commissions	4,214	5,000	1,702	5,000	5,000	
Uniforms	600					
Education Tuition						
Reimbursement	16,651	20,000	6,562	20,000	20,000	
Maintenance & Repairs	1,120	9,600	5,270	9,600	11,770	22.6%
Social Security	<u>11,900</u>	<u>12,160</u>	<u>5,875</u>	<u>12,160</u>	<u>16,347</u>	34.4%
TOTAL	\$574,578	\$598,786	\$359,151	\$725,612	\$618,900	3.4%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Chief of Police	1	1	1	1	1
Assistant Chief of Police	2	2	2	2	2
Information Technology Specialist	1	1	1	1	1
Senior Staff Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	5	5	5	5	5

POLICE MANAGEMENT DIVISION – BUDGET AND PROGRAM HIGHLIGHTS

Mission: To manage the Police Department, which handles over 60,000 requests for service each year, makes over 2,800 arrests, investigates over 2,600 accidents, and consists of 152 full time and 47 part time employees. Also included in this area are the costs associated with maintaining the department's radio and computer system.

Regular Payroll: This portion of the budget accounts for the salary of the Police Chief, two Assistant Chiefs, one full-time Senior Staff Assistant to the Assistant Chiefs, and one Information Technology Specialist. Cost-of-living increases are budgeted for full-time positions.

Temporary Payroll: This budget accounts for the salary of one part time clerical position that does billing for false alarms and also provides technical computer support to the Department.

Overtime: The Senior Staff Assistant in the Assistant Chief's office works overtime as required.

Office Expense: This covers regular office expenses such as paper, toner, envelopes and various office supplies and is consistent with the prior year.

Dues and Training: Dues are for officers and detectives to belong to a variety of organizations. These include the International Association of Arson Investigators, International Police Mountain Bike Association, American Association of Police Polygraphers, International Association for Law Enforcement Firearms Instructors, International Association of Dive Rescue, New England State Police Information System, Capitol Region Chiefs of Police Association and Narcotics Enforcement Officers Association. These organizations are either a requirement for certification purposes or provide specialized training. In fiscal year 2013 the appropriation will be used for necessary specialized training, including sending two officers for driving instructor training to reduce officer accidents and liability.

Boards and Commissions: This budget represents funding to the West Hartford Police Explorers. The police explorers provide support services to the town at events such as Cruise Nights, Park Road Parade, Memorial Day Parade, Celebrate West Hartford and walkathons. The funds are spent on uniforms and a yearly week-long summer training camp.

Education Tuition Reimbursement: As part of the collective bargaining agreement with the West Hartford Police Officer Association, officers are entitled to a partial reimbursement for law enforcement related college courses that they take. This is capped at \$20,000 by contract. There is no change to the amount requested.

Maintenance & Repairs: There is \$11,700 allocated for the maintenance of the Police Department's Simplex camera security system and CyberTech recorder system.

Social Security: This appropriation is for required Federal payments based upon actual wages paid.

COST CENTER: SPECIAL INVESTIGATIONS

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$436,662	\$431,158	\$221,838	\$467,700	\$446,197	3.5%
Overtime	39,426	39,051	23,602	39,051	39,051	
Holiday	18,342	19,536	4,420	19,536	20,342	4.1%
Education Premium Pay	6,725	7,000	2,642	7,000	7,000	
Office Expense	5,015	4,500	3,034	4,500	4,500	
Professional Services	1,600	4,000	1,200	4,000	4,000	
Uniforms	4,450	4,550	4,650	4,650	4,650	2.2%
Social Security	<u>5,833</u>	<u>5,681</u>	<u>2,572</u>	<u>5,681</u>	<u>5,954</u>	4.8%
TOTAL	\$518,053	\$515,476	\$263,958	\$552,118	\$531,694	3.1%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Police Lieutenant	1	1	1	1	1
Police Detective	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
TOTAL	5	5	5	5	5

SPECIAL INVESTIGATIONS – BUDGET AND PROGRAM HIGHLIGHTS

Mission: To investigate crimes related to vice and narcotics in West Hartford. In addition, this unit is responsible for the investigations of allegations of misconduct made against an employee of the West Hartford Police Department, and is responsible for interviewing and conducting background investigations on applicants for the position of police officer.

Regular Payroll: This portion of the budget accounts for the salary of a Police Lieutenant and four Detectives. Contractual cost-of-living and merit increases are budgeted for union positions.

Overtime: Overtime for this unit is strictly limited to members of the unit working overtime on criminal or background investigations.

Holiday Pay: Since the department is open 24 hours a day and 7 days a week, many officers are required to work holidays. As a result of this, the Town of West Hartford is contractually obligated to either pay police officers for the 12 holidays that fall each year or grant them additional leave time considered as “holiday days.” The amount requested reflects the contractual cost-of-living adjustment.

Education Premium Pay: In order to attract the most qualified applicants and to encourage officers to continue their education the Town has agreed, as part of the collective bargaining agreement, to pay college educated officers a premium for degrees and course work related to law enforcement. For example, officers can earn \$2,000 a year for a Bachelor's degree and \$1,000 a year for an Associate's degree.

Office Expense: This appropriation is used to cover the purchase of drug test kits for the department, evidence bags, and supplies for the digital and video recording devices. This budget is consistent with the prior year.

Professional Services: Police officer applicants are subjected to a rigorous background investigation which includes a complete physical and psychological testing. This appropriation pays for those examinations.

Uniforms: Due to the nature of the work, the detectives and supervisor of this unit work in plain clothes, which are purchased by the officer. Per union contract they are paid a "uniform allowance" budgeted at \$930 per officer for fiscal year 2013.

Social Security: This appropriation is for required Federal payments based upon actual wages paid.

COST CENTER: ANIMAL CONTROL

SUMMARY OF REVENUES

	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Dog Pound Fees	\$1,860	\$1,500	\$ 290	\$ 750	\$ 800	-46.7%
TOTAL	\$1,860	\$1,500	\$ 290	\$ 750	\$ 800	-46.7%

SUMMARY OF EXPENDITURES

	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$117,850	\$145,084	\$61,860	\$145,084	\$153,410	5.7%
Temporary Payroll	26,288	27,090	7,996	27,090	27,090	
Overtime	17,918	15,186	8,531	15,186	15,186	
Holiday	6,149	6,556	4,262	6,556	6,938	5.8%
Education Premium Pay	4,033	4,000	1,700	4,000	4,000	
Office Expense	13,641	10,000	2,029	10,000	10,000	
Dues and Training	150					
Advertising	600	500	370	650	650	30.0%
Office Equipment		2,000		2,000	2,000	
Social Security	<u>2,520</u>	<u>2,832</u>	<u>1,463</u>	<u>2,832</u>	<u>2,996</u>	5.8%
TOTAL	\$189,149	\$213,248	\$88,211	\$213,398	\$222,270	4.2%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Animal Control Officer	1	1	1	1	1
Assistant Animal Control Officer	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	2	2	2	2	2

ANIMAL CONTROL – BUDGET AND PROGRAM HIGHLIGHTS

Mission: The mission of the Animal Control Division is to balance the health, public safety, and welfare needs of people and animals within the community of West Hartford by humanely enforcing animal related laws; investigating cases where proper animal care is questionable; educating the public about responsible pet ownership and promoting peaceful coexistence with animals; providing care and a safe environment for unwanted, stray, abused and impounded animals; and finding new homes for homeless animals. The department has an Animal Control Officer working on weekdays and weeknights and during the day on Saturday and Sundays.

Regular Payroll: This budget accounts for the salary of one Animal Control Officer and one Assistant Animal Control Officer. An increase is budgeted for cost-of-living adjustments for these union employees.

Temporary Payroll: This appropriation accounts for the salary of one part time Animal Control Officer to work on weekends, and one part time kennel assistant who cleans and feeds the impounded animals. No increase is requested.

Overtime: Overtime for this unit is used to pay Animal Control Officers to work overtime on investigations and also to cover for Animal Control Officers due to training, vacation or illness.

Holiday Pay: Since animal complaints continue to come in on holidays and impounded animals need to be cared for 7 days a week, Animal Control Officers are often required to work on holidays. As a result of this, the Town of West Hartford is contractually obligated to either pay Animal Control Officers for the 12 holidays that fall each year or grant them additional leave time considered as “holiday days.” This budget reflects the amount paid out to officers for their holiday pay and includes the contractual cost-of-living adjustment.

Education Premium Pay: In order to attract the most qualified applicants and to encourage officers to continue their education the Town has agreed, as part of the collective bargaining agreement, to pay college educated officers a premium for degrees and course work related to law enforcement. For example, officers can earn \$2,000 a year for a Bachelor’s degree and \$1,000 a year for an Associate’s degree.

Office Expense: This appropriation is used to cover the costs of disposing of dead animals removed from the town streets, paying vet expenses and euthanizing the unclaimed and unwanted animals that the Animal Control Officers impound.

Advertising: This budget, which increases \$150 based upon actual costs, is used to place notices for stray animals found by the department in accordance with State law. If no one claims these animals, they are placed for adoption.

Office Equipment: This appropriation is for the purchase of minor equipment as needed to fulfill the needs of the division.

Social Security: This appropriation is for required Federal payments based upon actual wages paid.

COST CENTER: RECORDS CONTROL

SUMMARY OF REVENUES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Licenses & Permits	\$ 455	\$ 500	\$ 70	\$ 250	\$ 250	-50.0%
Charges for Services	14,961	14,800	6,888	15,414	14,800	
Fines & Forfeitures	<u>670</u>	<u>1,160</u>	<u>400</u>	<u>1,060</u>	<u>1,060</u>	-8.6%
TOTAL	\$16,086	\$16,460	\$7,358	\$16,724	\$16,110	-2.1%

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$242,480	\$269,273	\$128,472	\$269,273	\$289,947	7.7%
Temporary Payroll	62,341	65,000	17,053	40,000	40,000	-38.5%
Overtime	6,198	3,000	3,499	3,499	5,000	66.7%
Office Expense	35,167	39,000	17,093	39,000	39,000	
Printing/Binding Services	582	1,000	200	1,000	1,000	
Maintenance & Repairs	87,921	94,000	44,067	94,000	103,510	10.1%
Social Security	<u>22,158</u>	<u>25,801</u>	<u>10,571</u>	<u>25,801</u>	<u>25,623</u>	-0.7%
TOTAL	\$456,847	\$497,074	\$220,955	\$472,573	\$504,080	1.4%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Police Records Supervisor	1	1	1	1	1
Assistant Police Records Supervisor		1	1	1	1
Staff Assistant	<u>4</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
TOTAL	5	5	5	5	5

RECORDS CONTROL – BUDGET AND PROGRAM HIGHLIGHTS

Mission: The mission of the Records Divisions is the efficient maintenance and dissemination of all Police Department records according to State Statute, Town Ordinance, Freedom of Information (FOI), State Librarian retention schedule, and department policy. In addition to the above, the Records Division stores, destroys and returns lost property and evidence, fingerprints citizens, conducts records checks, issues permits and responds to general questions from the public on police department services and functions. They are responsible for payroll, the tracking of leave time and scheduled step increases, and maintain personnel records of all current and past employees. They work in close association with other town departments and State agencies. Many of the functions that the Records Division accomplishes are time sensitive (such as payroll, court reports and FOI requests) and must be completed in an expedient manner.

Regular Payroll: This budget accounts for the salary of a Records Division Supervisor, an Assistant Records Supervisor and three Staff Assistants. The budget includes cost-of-living and merit increases.

Temporary Payroll: This appropriation accounts for the salary of two part-time staff assistants. The staff assistants give the department the ability to keep the office open throughout the work day and to maintain full service levels during incidence of illness, vacation, training or other leave time. This appropriation also funds a part-time person in the Chief's Office. The budget is reduced \$25,000 based on current workflow needs.

Overtime: The overtime budget is used to pay clerical staff to come in on holidays which fall on a Monday of a pay week so that payroll can be processed. The increase is based upon workflow needs of the division.

Office Expense: This appropriation is used to cover the cost of supplies for the Police Department. In addition to the normal office expenses (paper, pens, envelopes) there are some unique purchases such as parking ticket books and prisoner food. The appropriation is consistent with the prior year.

Printing and Binding: This fund is used to pay for printing costs of certain internal forms and business cards for officers.

Maintenance & Repairs: This fund pays for the upkeep on the Police Department software, hardware, networking equipment, and in-vehicle computers including maintenance costs associated with a Cogent Livescan finger printing machine. An increase of \$9,510 (10.1%) is attributed to increased network service charges and fees for the software program recently implemented to manage the scheduling of personnel in accordance with work rules.

Social Security: This appropriation is for required Federal payments based upon actual wages paid.

COST CENTER: EQUIPMENT OPERATIONS

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Vehicles & Equipment Expense	<u>\$319,846</u>	<u>\$260,000</u>	<u>\$110,658</u>	<u>\$260,000</u>	<u>\$260,000</u>	
TOTAL	\$319,846	\$260,000	\$110,658	\$260,000	\$260,000	

EQUIPMENT OPERATIONS – BUDGET AND PROGRAM HIGHLIGHTS

Mission: This cost center is administered by the Department of Public Works on behalf of the Police Department to maintain the police fleet in good operating condition and to purchase fuel.

Vehicles & Equipment: This appropriation pays for gas, oil and other supplies for the police fleet of vehicles. In addition, it funds the costs for service, routine washing and minor repairs. It is also used to replace safety equipment (such as lights, sirens and flashlights) that are damaged or fail. All vehicle towings come from this account, whether they are cruisers or civilian cars towed due to criminal investigation. This appropriation is unchanged from fiscal year 2012.

COST CENTER: UNIFORMED PATROL

SUMMARY OF REVENUES

	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Intergovernmental Grants	\$2,880	\$	\$	\$	\$	
Miscellaneous Revenue	218					
TOTAL	\$3,098	\$	\$	\$	\$	

SUMMARY OF EXPENDITURES

	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$5,568,465	\$6,333,571	\$2,604,752	\$5,508,183	\$6,493,899	2.5%
Overtime	1,174,176	664,951	699,131	1,304,165	664,951	
Holiday	253,869	293,095	146,323	293,095	309,778	5.7%
Education Premium Pay	56,546	53,000	25,288	53,000	56,000	5.7%
Office Expense	31,939	24,600	14,764	23,449	24,900	1.2%
Office Equipment		10,000		10,000	10,000	
Uniforms	54,361	80,123	8,110	80,123	80,123	
General Contributions	500	500		500	500	
Vehicles & Equipment Expense	3,689					
Maintenance & Repairs					4,000	
Miscellaneous Supplies	24,299	23,200	21,103	23,200	23,200	
Social Security	107,282	108,170	53,843	108,170	113,457	4.9%
TOTAL	\$7,275,126	\$7,591,210	\$3,573,314	\$7,403,885	\$7,780,808	2.5%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised 2011-12</u>	<u>Adopted 2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Police Captain	1	1	1	1	1
Police Lieutenant	3	3	3	3	3
Police Sergeant	10	10	10	10	10
Police Officer*	<u>74</u>	<u>74</u>	<u>74</u>	<u>74</u>	<u>75</u>
TOTAL	88	88	88	88	89

* One Police Officer position is authorized but unfunded to allow the department flexibility in filling vacancies.

UNIFORMED PATROL – BUDGET AND PROGRAM HIGHLIGHTS

Mission: The mission of the Patrol Division of the West Hartford Police is to provide comprehensive public safety services to the citizens, residents, and visitors to our community. The largest division within the police department, the Patrol Division provides 24 hour emergency response to the community. The department receives over 60,000 calls for service a year.

Regular Payroll: This budget accounts for the salary of one Police Captain, three Patrol Lieutenants, nine Patrol Sergeants, one Community Interaction Team Sergeant, four Community Interaction Team Patrol Officers, one Court Officer and 69 (+1 authorized, but not funded) Patrol Officers. During the summer months, two officers are reassigned from the Patrol Division to staff two Police Bicycle Patrols and the department has two K-9 Officers. The increase in the budget is the result of contractual cost-of-living (3.0% on June 30, 2012 and 2.75% on July 1, 2012) and merit increases. The hiring lag assumption (\$300,000) is \$150,000 higher than the prior year and a Police Officer position previously funded in the Parking Lot Fund is now funded from the General Fund in fiscal year 2013.

Overtime: This appropriation pays for officers that work overtime on investigations, fill in for staff shortages due to position vacancies, and to cover for officers that are training, ill, or on some other authorized leave. Overtime incurred due to full-time position vacancies is offset by savings in regular payroll.

Holiday: Since the department is open 24 hours a day and 7 days a week, many officers are required to work holidays. As a result of this, the Town of West Hartford is contractually obligated to either pay police officers for the 12 holidays that fall each year, or grant them additional leave time considered as “holiday days.” This budget reflects the contractual cost-of-living increase.

Education Premium Pay: To attract the most qualified applicants, the Town has agreed, as part of the collective bargaining agreement, to pay college educated officers a premium for degrees and course work related to law enforcement. The increase reflects officers on staff eligible for this payment.

Office Expense: This appropriation encompasses many miscellaneous Patrol items such as medical supplies, oxygen, flares, prisoner blankets, radio supplies, interpreters, etc.

Office Equipment: This appropriation is utilized for minor equipment required in the course of duty.

Uniforms: Police officers are required to work outside in all types of adverse weather conditions. The Town provides the officers with a variety of gear to protect them while they are working. The Town does not pay for laundry service for officers. This appropriation also covers badges, replacement holsters and reimbursement for damaged personal property. The appropriation is consistent with the prior year.

General Contributions: This is a contractual contribution to the West Hartford Police Revolver team.

Maintenance & Repairs: These funds pay for the upkeep of police equipment including maintenance costs associated with a Cogent Livescan finger printing machine.

Miscellaneous Supplies: This budget funds the SWAT Team (\$1,200), Scuba Team (\$2,000), and a contractual contribution of \$20,000 for bullet proof vests.

Social Security: This appropriation is for required Federal payments based upon actual wages paid.

COST CENTER: POLICE COMMUNICATIONS

SUMMARY OF REVENUES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
E-911 Grant	\$135,352	\$135,000	\$67,607	\$135,000	\$135,000	
TOTAL	\$135,352	\$135,000	\$67,607	\$135,000	\$135,000	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$608,333	\$647,415	\$281,946	\$647,415	\$688,067	6.3%
Overtime	32,659	33,634	24,908	33,634	33,634	
Holiday	30,720	31,935	19,772	31,935	33,982	6.4%
Office Expense	2,044	1,000		1,000	1,000	
Professional Services	36,473	38,235	38,234	38,235	42,228	10.4%
Office Equipment	4,273	2,500		2,500	2,500	
Telecommunications	57,738	80,000	25,216	62,000	65,000	-18.8%
Social Security	49,450	54,543	24,067	54,543	57,609	5.6%
TOTAL	\$821,690	\$889,262	\$414,143	\$871,262	\$924,020	3.9%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Public Safety Dispatchers	12	12	12	12	12
TOTAL	12	12	12	12	12

POLICE COMMUNICATIONS – BUDGET AND PROGRAM HIGHLIGHTS

Mission: The mission of the Emergency Reporting Center (ERC) is to answer the 80,000+ telephone calls received each year from citizens reporting emergencies, requesting aid or needing information. These calls are either handled directly by the ERC staff or entered into the West Hartford Police Department Computer Aided Dispatch (CAD) system so that a police officer can be dispatched. ERC also provides dispatching service for the West Hartford Fire Department and makes notification to a variety of agencies (ambulance, wrecker, utilities, etc) requesting a response for a specialized skill or piece of equipment. These dispatchers have received specialized training in the handling of emergency calls.

Regular Payroll: This budget accounts for the salary of twelve Public Safety Dispatchers (PSD). Contractual cost-of-living and merit increases are budgeted for these union positions.

Overtime: This appropriation is used to pay Public Safety Dispatchers to cover staff shortages when other Public Safety Dispatchers are absent due to training, holiday, vacation, sick or other leave time. The appropriation is consistent with the prior year.

Holiday Pay: Since the ERC is open 24 hours a day and 7 days a week, dispatchers are required to work holidays. As a result of this, the Town of West Hartford is contractually obligated to either pay dispatchers for the 12 holidays that fall each year, or grant them additional leave time considered as “holiday days.” This budget reflects the contractual cost-of-living increase.

Office Expense: This budget is used to cover the cost of Hill Donnelly Reference Books, a directory of listings by address or phone number for the Hartford area.

Professional Services: This appropriation funds the annual assessment from the North Central CT Emergency Medical Services Council, Inc., the company that operates the paramedic communications network. The assessment, which is based upon a rate per capita, increases from the prior year.

Office Equipment: This budget covers the cost of yearly replacement of three (3) 7 day 24 hour usage chairs for the three work stations within the division.

Telecommunications: This appropriation is used to cover the cost of the Police Department’s phone system along with cellular phones and is reduced from the prior year based upon actual costs.

Social Security: This appropriation is for required Federal payments based upon actual wages paid.

COST CENTER: JUSTICE ASSISTANCE GRANT

SUMMARY OF REVENUES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Justice Assistance Grants	\$45,042	\$14,790	\$	\$14,790	\$	-100.0%
TOTAL	\$45,042	\$14,790	\$	\$14,790	\$	-100.0%

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Overtime	\$25,000	\$	\$	\$	\$	
Professional Services		14,790	12,161	14,790		-100.0%
Operating Equipment	19,854					
TOTAL	\$44,854	\$ 14,790	\$12,161	\$ 14,790	\$	-100.0%

JUSTICE ASSISTANCE GRANT – BUDGET AND PROGRAM HIGHLIGHTS

Mission: In fiscal years 2011 and 2012 the Town was awarded monies under the Edward Byrne Memorial State and Local Law Enforcement Grant program, administered by the U.S. Department of Justice. This is a partnership among federal, state, and local governments to create safer communities. Grants are awarded to States and units of local government to improve the functioning of the criminal justice system. Grants were used to provide personnel, equipment, training, technical assistance, and information systems for more widespread apprehension, prosecution, adjudication, detention, and rehabilitation of offenders who violate State and local laws. The Town has not been notified of any grant funding under this program in fiscal year 2013; therefore both revenue and expenditure appropriations have been eliminated.

COST CENTER: DETECTIVE BUREAU

SUMMARY OF REVENUES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Miscellaneous Fees	\$1,153	\$1,000	\$ 500	\$1,000	\$1,000	
TOTAL	\$1,153	\$1,000	\$ 500	\$1,000	\$1,000	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$1,039,395	\$1,117,905	\$529,910	\$1,165,212	\$1,174,829	5.1%
Overtime	106,401	120,800	68,924	120,800	120,800	
Holiday	48,767	50,651	24,907	50,651	53,268	5.2%
Education Premium Pay	16,563	16,500	6,963	16,500	17,000	3.0%
Office Expense	14,471	13,100	8,579	16,185	13,000	-0.8%
Dues & Travel		835		835	835	
Office Equipment		500		500	500	
Uniforms	11,570	11,830	12,862	13,500	12,090	2.2%
Maintenance & Repairs					5,500	
Miscellaneous Supplies	1,493	5,000	2,458	5,000	5,000	
Social Security	19,826	18,700	9,921	18,700	18,700	
TOTAL	\$1,258,486	\$1,355,821	\$664,524	\$1,407,883	\$1,421,522	4.8%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Police Captain	1	1	1	1	1
Police Sergeant	2	2	2	2	2
Police Detective	10	10	10	10	10
TOTAL	13	13	13	13	13

DETECTIVE BUREAU – BUDGET AND PROGRAM HIGHLIGHTS

Mission: It is the mission of the West Hartford Police Detective Division to conduct initial and follow up criminal investigations by interviewing witnesses, victims and suspects and by collection, preservation and analysis of physical evidence. This division works closely with federal, state and other local law enforcement agencies and also works closely with the court system. Detectives are highly trained in crime scene processing, interviewing and criminal investigations.

Regular Payroll: This budget accounts for the salary of a Detective Captain, two Detective Sergeants and ten Detectives. The Detective Bureau is available from Monday through Saturday and work both day and evening shifts. Contractual cost-of-living and merit increases are budgeted for these union positions.

Overtime: This appropriation is used to pay for detectives that are working over their shift or have been recalled on an investigation. A small percentage of this fund is used for overtime to pay detectives for coverage for staffing shortages due to vacation, illness, training or some other leave. A single detective receives a 4 hour stipend to be on call each Sunday.

Holiday: The Town of West Hartford is contractually obligated to either pay police officers for the 12 holidays that fall each year, or grant them additional leave time considered as “holiday days.” The budget reflects the contractual cost-of-living increase for holiday pay.

Education Premium Pay: In order to attract the most qualified applicants and to encourage officers to continue their education, the Town has agreed, as part of the collective bargaining agreement, to pay college educated officers a premium for degrees and course work related to law enforcement. The variance reflects officers assigned to this division who are eligible for this payment.

Office Expense: This fund is used to cover the cost of certain supplies for the Detective Bureau such as fingerprint powders and ink, evidence tags, bags and boxes, photographic supplies, blood test kits, gun powder residue test kits and other miscellaneous evidence supplies.

Dues & Travel: Detectives occasionally have to travel out of state and overnight in connection with various criminal investigations. Any such travel is approved by the Chief of Police and the Town Manager.

Office Equipment: This account is used to cover the cost of repair and maintenance on various evidence collection devices used by the division. This equipment includes black lights, a “Total Station” (used in measuring distances at crime scenes and accidents for diagrams), ventilation hood (which removes harmful and noxious fumes from the lab area), metal detectors, and a variety of surveillance devices.

Uniforms: Due to the nature of the work, the detectives and supervisors of this unit work in plain clothes, purchased by the officers. Since they are not in uniform, by contract they are paid a “uniform allowance”. There is \$930 budgeted per officer in the uniform allowance account for fiscal year 2013.

Maintenance & Repairs: This fund pays for the upkeep of police equipment including maintenance costs associated with a Cogent Livescan finger printing machine and Genetech camera and computer recording system.

Miscellaneous Supplies: This fund is used to cover any photography requests along with an allocated amount of \$2,000 for the Bomb Squad.

Social Security: This appropriation is for required Federal payments based upon actual wages paid.

COST CENTER: POLICE COMMUNITY RELATIONS

SUMMARY OF REVENUES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Special Events	\$85,211	\$	\$	\$	\$	
TOTAL	\$85,211	\$	\$	\$	\$	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$576,537	\$636,805	\$272,483	\$636,805	\$675,237	6.0%
Overtime	41,193	33,380	15,698	33,380	33,380	
Holiday	27,017	28,819	17,635	28,819	30,586	6.1%
Education Premium Pay	6,512	6,500	2,762	6,500	6,500	
Office Expense	9,227	3,000	228	3,000	3,000	
SWAT Challenge	91,343					
Office Equipment		500		500	500	
Uniforms	3,115	2,730	2,790	2,790	2,790	2.2%
Maintenance & Repairs		1,500		1,500	1,500	
Social Security	<u>11,730</u>	<u>10,230</u>	<u>5,066</u>	<u>10,230</u>	<u>10,813</u>	5.7%
TOTAL	\$766,674	\$723,464	\$316,662	\$723,524	\$764,306	5.6%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Police Lieutenant	1	1	1	1	1
Police Detective	2	2	2	2	2
Police Officer	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>
TOTAL	8	8	8	8	8

POLICE COMMUNITY RELATIONS – BUDGET AND PROGRAM HIGHLIGHTS

Mission: The Police Community Relations area has two distinct elements, the Youth Services Division and the Community Relations Division.

The mission of the Youth Services Division is to provide special investigative skills to investigate crimes against children and juvenile crime. The two detectives assigned to Youth Services work closely with the Department of Children and Families to protect our most vulnerable citizens. They communicate regularly with state Juvenile Courts and are active members on the West Hartford Juvenile Review Board – an alternative program to avoid juvenile court for first time juvenile offenders. Youth Services Detectives also assist the Detective Division with major investigations or when detective availability is limited. Detectives are highly trained in the interviewing of juveniles and criminal investigations where children are victims.

The mission of the Community Relations Division is to improve the efficiency of policing by providing a variety of diverse, educational programs and services to the community. Focusing on crime prevention, awareness, and safety, the division provides instruction in all public schools, grades K-12, as well as to numerous private schools and day care programs throughout West Hartford. The division also provides group specific safety presentations on topics such as elderly safety, internet safety, and drug and alcohol abuse. It also provides several programs to increase the safety and well-being of West Hartford residents. This division also provides a School Resource Officer to each of the high schools in town.

Regular Payroll: This budget accounts for the salary of a Detective Lieutenant, two Detectives, three Community Relations Officers and two School Resource Officers. Contractual cost-of-living and merit increases are budgeted for these union positions.

Overtime: This budget is strictly limited to members of the unit working overtime on investigations.

Holiday Pay: Since the department is open 24 hours a day and 7 days a week, many officers are required to work holidays. As a result of this, the Town of West Hartford is contractually obligated to either pay police officers for the 12 holidays that fall each year or grant them additional leave time considered as “holiday days.” The budget for fiscal year 2013 reflects the contractual cost-of-living increase.

Education Premium Pay: In order to attract the most qualified applicants and to encourage officers to continue their education the Town has agreed, as part of the collective bargaining agreement, to pay college educated officers a premium for degrees and course work related to law enforcement.

Office Expense: This fund is used to cover the purchase of handouts and other items to be used during presentations to students and residents.

SWAT Challenge: Expenditures for the SWAT challenge are accumulated in this account and corresponding revenues are appropriated via budget resolution when costs are finalized.

Office Equipment: This appropriation pays for the purchase of various supplies needed for equipment used during presentations and to purchase specialized equipment used in criminal investigations.

Uniforms: The lieutenant and detectives have a plain clothes assignment and are given a uniform allowance (\$930) which is budgeted here. The Community Relations Officers and School Resource Officers are uniformed positions and their uniforms are included in the Uniformed Patrol division.

Maintenance & Repairs: The amount of \$1,500 under equipment maintenance is for the upkeep of the Police Department’s exercise room equipment. No increase is requested.

Social Security: This appropriation is for required Federal payments based upon actual wages paid.

COST CENTER: POLICE TRAINING

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$232,607	\$247,263	\$104,441	\$247,263	\$261,514	5.8%
Overtime	5,554	10,200	2,317	10,200	10,200	
Holiday	10,907	11,196	8,486	11,196	11,851	5.9%
Education Premium Pay	4,538	4,500	1,746	4,500	3,500	-22.2%
Office Expense	82,618	61,500	39,693	71,674	76,800	24.9%
Dues and Training	18,519	30,000	30,425	34,575	30,000	
Office Equipment		9,000		9,000	9,000	
Social Security	<u>3,737</u>	<u>3,961</u>	<u>1,748</u>	<u>3,961</u>	<u>3,961</u>	
TOTAL	\$358,480	\$377,620	\$188,856	\$392,369	\$406,826	7.7%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Police Lieutenant	1	1	1	1	1
Police Officer	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL	3	3	3	3	3

POLICE TRAINING – BUDGET AND PROGRAM HIGHLIGHTS

Mission: The mission of the Training Division is to enhance officer safety, improve officer performance, increase inter-agency contacts and cooperation, and maintain mandatory certifications which ultimately improves productivity, increases citizen satisfaction and diminishes civil liability. The Training Division provides training to members of the department and maintains training and certification records. In addition, this unit provides yearly regional in-service training for members of our and other departments, involving over 300 officers from 13 local and state agencies by pooling resources, facilities and instructors from the participating agencies and securing the services of outside instructors. This division also researches and tests new equipment for the police department.

Regular Payroll: This budget funds the salary of a Training Lieutenant and two Training Officers. Contractual cost-of-living and merit increases are budgeted for these union positions.

Overtime: Training classes for officers are required to last for a full 8 hours. Accordingly, the training division officers often have to start their day early or end late to prepare for class and to clean up. This appropriation is used to pay for Training Officers that are working over their shift.

Holiday: Since the department is open 24 hours a day and 7 days a week, many officers are required to work holidays. As a result of this, the Town of West Hartford is contractually obligated to either pay police officers for the 12 holidays that fall each year, or grant them additional leave time considered as “holiday days.” The budget reflects the contractual cost-of-living increase.

Education Premium Pay: In order to attract the most qualified applicants and to encourage officers to continue their education, the Town has agreed, as part of the collective bargaining agreement, to pay college educated officers a premium for degrees and course work related to law enforcement. The fiscal year 2013 decrease reflects officers eligible for this payment.

Office Expense: This appropriation is used to purchase ammunition, targets, medical and other supplies for training, including automated external defibrillators and tasers, as well as the associated service contracts. The fiscal year 2013 appropriation reflects an increase due to increased ammunition costs.

Dues and Training: This account is used to pay for training for officers throughout the department. Beginning in fiscal year 2013 the Town will be charged for training at the Police Academy for new recruits and continuing education for current officers.

Office Equipment: This appropriation is used to pay for miscellaneous minor equipment and funds the cost of replacing the range blocks at the inside Pistol Range located on Brixton Street. These need to be replaced at least yearly due to the frequency of shooting.

Social Security: This appropriation is for required Federal payments based upon actual wages paid.

COST CENTER: TRAFFIC CONTROL

SUMMARY OF REVENUES

	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Intergovernmental	\$109,318	\$	\$	\$	\$	
Moving Vehicle Violations	21,275	22,000	9,390	22,000	22,000	
Ordinance Violations	7,096	20,000	5,741	12,000	12,000	-40.0%
Parking Violations	621,036	700,000	440,888	800,000	400,000	-42.9%
Transfer In	<u>75,000</u>	<u>75,000</u>		<u>75,000</u>	<u>75,000</u>	
TOTAL	\$833,725	\$817,000	\$456,019	\$909,000	\$509,000	-37.7%

SUMMARY OF EXPENDITURES

	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$759,036	\$799,669	\$332,208	\$799,669	\$846,969	5.9%
Overtime	99,035	55,517	24,778	55,517	55,517	
Holiday	34,565	36,192	25,913	36,192	38,366	6.0%
Education Premium Pay	11,033	12,500	4,250	12,500	11,000	-12.0%
Office Expense	1,320	1,800	2,187	2,187	2,200	22.2%
Contractual Services	1,530	1,600	610	1,600	1,600	
Office Equipment	601	1,000		1,000	1,000	
Uniforms		1,050				-100.0%
Social Security	<u>12,845</u>	<u>13,399</u>	<u>5,517</u>	<u>13,399</u>	<u>13,993</u>	4.4%
TOTAL	\$919,965	\$922,727	\$395,463	\$922,064	\$970,645	5.2%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised 2011-12</u>	<u>Adopted 2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Police Captain	1	1	1	1	1
Police Lieutenant	1	1	1	1	1
Police Officer	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>
TOTAL	10	10	10	10	10

TRAFFIC CONTROL – BUDGET AND PROGRAM HIGHLIGHTS

Mission: The mission of the Traffic Division is to respond to and investigate the 2,600 motor vehicle accidents that occur in West Hartford each year, to conduct traffic enforcement in order to reduce the number and severity of accidents in West Hartford, and to supervise the school crossing guard program, which is funded by the Board of Education. This division also responds to calls for service to assist the Patrol Division.

Regular Payroll: This appropriation funds the salary of one Traffic Captain, one Traffic Lieutenant and eight Traffic Officers. Contractual cost-of-living and merit increases are included in the budget.

Overtime: This budget is used to pay traffic officers when they are required to work overtime or recalled to investigate an accident. Overtime will also be used to hire extra officers to work during times of inclement weather (such as ice storms) in which there is a higher than normal accident rate. This fund will also be used to hire officers on an overtime basis to cover for shortages due to illness, training, vacation or other leave time. In addition, overtime incurred under eligible State traffic grants are accounted for in this line item. The revenue and corresponding expenditure is appropriated when the grant is fully expended.

Holiday: Since the department is open 24 hours a day and 7 days a week, many officers are required to work holidays. As a result of this, the Town of West Hartford is contractually obligated to either pay police officers for the 12 holidays that fall each year, or grant them additional leave time considered as “holiday days.” This budget reflects the contractual cost-of-living increase for union positions.

Education Premium Pay: In order to attract the most qualified applicants and to encourage officers to continue their education, the Town has agreed, as part of the collective bargaining agreement, to pay college educated officers a premium for degrees and course work related to law enforcement. This appropriation increases based upon the officers assigned to this division who are eligible for this payment.

Office Expense: This appropriation is used to purchase replacement parts for radar and laser guns.

Contractual Services: This fund is used to pay for repair and certification of radar and laser guns.

Office Equipment: This budget funds the purchase of miscellaneous office equipment.

Social Security: This appropriation is for required Federal payments based upon actual wages paid.

TOWN OF WEST HARTFORD

Fiscal Year 2012-2013

BUDGET IN BRIEF

POLICE PRIVATE DUTY SERVICE FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
---------------------------------	---------------------	----------------------	------------------------	----------------------

Charges for Services	\$1,652,031	\$1,000,000	\$1,600,000	\$1,700,000
Interest Income	<u>50</u>	<u> </u>	<u> </u>	<u> </u>
Total Revenues & Other Resources	\$1,652,081	\$1,000,000	\$1,600,000	\$1,700,000

EXPENDITURES AND OTHER USES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
--------------------------------	---------------------	----------------------	------------------------	----------------------

Private Duty Pay	\$1,297,564	\$ 775,000	\$ 1,200,000	\$1,200,000
System Software		32,500	32,500	
Pension	150,000	150,000	150,000	327,457
Transfer Out	<u>200,000</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>
Total Expenditures & Other Uses	\$1,647,564	\$1,032,500	\$1,457,500	\$1,602,457

CHANGE IN FUND BALANCE	\$ 4,517	(\$ 32,500)	\$142,500	\$ 97,543
BEGINNING BALANCE	\$ 348,236	\$ 352,753	\$352,753	\$495,253
ENDING BALANCE	\$ 352,753	\$ 320,253	\$495,253	\$592,796

Fund: Police Private Duty Fund
Department: Police

PURPOSE

The Police Private Duty Service Fund was created on July 1, 1993 to account for revenues and expenditures related to police private duty services. Police personnel are hired by private and non-profit entities to provide services, primarily at construction sites in the public right-of-ways.

LONG-TERM STRATEGY

The Fund was established to ensure that revenues charged for private duty services were sufficient to cover the cost of the services and that the general taxpayer was not subsidizing these activities. The rates charged are calculated to include salary, benefit and administrative costs associated with the services and are adjusted annually. It is anticipated that fund balance will be maintained at approximately its current level. Annual transfers to cover benefit and administrative costs will be made to the Pension Fund, Risk Management Fund and General Fund, as appropriate.

FUND PERFORMANCE

Five Year History of Operating Results					
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u>Revenues:</u>					
Charges for Services	\$724,000	\$1,060,000	\$1,265,000	\$1,023,000	\$1,652,000
TOTAL REVENUES	\$724,000	\$1,060,000	\$1,265,000	\$1,023,000	\$1,652,000
<u>Expenditures:</u>					
Operational	\$577,000	\$869,000	\$1,042,000	\$809,000	\$1,297,000
TOTAL EXPENDITURES	\$577,000	\$869,000	\$1,042,000	\$809,000	\$1,297,000
TRANSFERS TO OTHER FUNDS	(\$159,000)	(\$238,000)	(\$175,000)	(\$225,000)	(\$350,000)
OPERATING RESULTS	(\$12,000)	(\$47,000)	\$48,000	(\$11,000)	\$5,000
FUND BALANCE	\$358,000	\$311,000	\$359,000	\$348,000	\$353,000

Fund: Police Private Duty Fund**Department: Police****REVIEW OF PERFORMANCE**

The Police Private Duty rates charged for the program cover direct program costs including a reimbursement to the General Fund for costs associated with administering the program and to the Risk Management and Pension Funds for benefit costs. In fiscal year 2011, the Fund covered operating expenses, reimbursed the General Fund \$75,000 and the Pension Fund \$150,000, and transferred \$125,000 to the Capital & Non-Recurring Expenditure Fund for the purchase of police vehicles. The Fund had an accumulated fund balance of \$353,000 as of June 30, 2011.

FISCAL YEAR 2012 OPERATING RESULTS

Operating revenues are projected to total \$1,600,000 with anticipated expenditures for the current fiscal year of \$1,457,500, inclusive of \$32,500 for the purchase of Police staffing software, a \$150,000 transfer to the Pension Fund and a \$75,000 transfer to the General Fund to reimburse administrative costs.

Accounts receivable related to police private duty services totaled approximately \$433,000 as of March 1, 2012 and are included in the 2012 estimated fund balance. The accounts receivable balance can fluctuate significantly on a monthly basis based on the timing of monthly billing and collections.

FISCAL YEAR 2013 BUDGET

The fiscal year 2013 budget reflects a continued demand for private duty officers. Operating expenses consist of private duty pay to officers, with \$327,457 transferred to the Pension Fund and \$75,000 transferred to the General Fund to reimburse salary expense directly related to the Police Private Duty program and administrative costs.

DEPARTMENT: POLICE

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised 2011-12	Adopted 2012-13
	2009-10	2010-11	2011-12		
<u>GENERAL FUND</u>					
Chief of Police	1	1	1	1	1
Assistant Chief of Police	2	2	2	2	2
Police Captain	3	3	3	3	3
Police Lieutenant	7	7	7	7	7
Police Sergeant	12	12	12	12	12
Police Detective	16	16	16	16	16
Police Officer *	89	89	89	89	90
Animal Control Officer	1	1	1	1	1
Assistant Animal Control Officer	1	1	1	1	1
Public Safety Dispatcher	12	12	12	12	12
Information Technology Specialist	1	1	1	1	1
Police Records Supervisor	1	1	1	1	1
Assistant Police Records Supervisor		1	1	1	1
Senior Staff Assistant	1	1	1	1	1
Staff Assistant	<u>4</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
TOTAL GENERAL FUND	151	151	151	151	152
 <u>PARKING LOT FUND</u>					
Police Officer	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>1</u>
TOTAL PARKING LOT FUND	2	2	2	2	1
 TOTAL POLICE – ALL FUNDS	153	153	153	153	153

* One Police Officer position is authorized but unfunded to allow the department flexibility in filling vacancies.

This Page Left Intentionally Blank

DEPARTMENT OF COMMUNITY SERVICES

MISSION

The mission of the Community Services Department is to maintain and preserve the Town's infrastructure and to ensure the quality of private development in the community through a system of building inspection, zoning enforcement, land-use planning and economic development, as well as to maintain relationships with citizens and businesses through public communication and engagement.

The Community Services Department's primary goals are:

- To develop, maintain and improve those assets of the Town, referred to as infrastructure, which are essential to the health, safety, transportation and development of the community.
- To manage the Town and Board of Education's capital improvement programs.
- To preserve and enhance the Town's economic resources.
- To promote and support community planning as a guide for resource allocation.
- To protect the general public's health, safety and welfare by enforcing building codes, developing and enforcing subdivision regulations and zoning ordinances.
- To inform West Hartford citizens of town services, issues and special events and to develop community partnerships.

BUDGET SUMMARY						
DEPARTMENT OF COMMUNITY SERVICES						
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Estimated</u>	<u>Adopted</u>	<u>Percent</u>
<u>Expenditures:</u>	<u>2010-11</u>	<u>2011-12</u>	<u>6 Months</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Change</u>
Wages & Salaries	\$1,878,745	\$1,911,638	\$ 851,437	\$1,911,638	\$2,001,571	4.7%
Operating Expense	656,174	498,927	264,686	498,927	547,242	9.7%
Social Security	126,396	144,326	56,335	144,326	149,475	3.6%
TOTAL	\$2,661,315	\$2,554,891	\$1,172,458	\$2,554,891	\$2,698,288	5.6%
<u>Revenues:</u>						
Licenses & Permits	\$1,072,632	\$1,265,000	\$528,912	\$1,065,000	\$1,275,000	0.8%
Charges for Services	14,034	10,000	7,135	10,000	10,000	
Miscellaneous Revenue	233,140	210,000		210,000	197,770	-5.8%
TOTAL	\$1,319,806	\$1,485,000	\$536,047	\$1,285,000	\$1,482,770	-0.2%

	Authorized Positions			Revised	Adopted
Full-Time Positions:	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>	<u>2012-2013</u>
General Fund	26*	25	24	24	24
CDBG Fund	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>1</u>
TOTAL	28	27	26	26	25
* One position was unfunded in the fiscal year 2010 budget.					

BUDGET & PROGRAM HIGHLIGHTS

The Community Services Department budget for 2013 reflects an increase of \$143,397 or 5.6% from fiscal year 2012. A payroll increase of \$89,933 (4.7%) reflects cost-of-living and merit increases, per union agreements. Operating expenditures have increased \$48,315 (9.7%). This increase is primarily attributed to utility increases (\$39,600), which are estimated based on actual usage experience, higher gasoline costs (\$5,000), and additional mileage reimbursements (\$2,500). The increase in social security is consistent with increased wages.

COST CENTER: MANAGEMENT DIVISION

SUMMARY OF REVENUES

	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Transfers from Other Funds	<u>\$140,135</u>	<u>\$160,000</u>	<u>\$</u>	<u>\$160,000</u>	<u>\$147,770</u>	-7.6%
TOTAL	\$140,135	\$160,000	\$	\$160,000	\$147,770	-7.6%

SUMMARY OF EXPENDITURES

	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$360,775	\$369,360	\$176,279	\$369,360	\$385,688	4.4%
Temporary Payroll		5,000		5,000	5,000	
Education Premium Pay	811	780	349	780	780	
Office Expense	4,942	5,650	5,612	6,650	6,150	8.8%
Dues and Travel	293	275		275	2,275	727.3%
Professional Services		1,000			1,000	
Printing/Binding Services	32				500	
Uniforms & Laundry	75	140	104	140	140	
Telecommunications	1,754	1,100	963	1,100	2,360	114.5%
Vehicles & Equipment Expense	20,134	16,000	8,330	16,000	19,500	21.9%
Social Security	<u>26,794</u>	<u>26,714</u>	<u>11,471</u>	<u>26,714</u>	<u>27,748</u>	3.9%
TOTAL	\$415,610	\$426,019	\$203,108	\$426,019	\$451,141	5.9%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Director of Community Services	1	1	1	1	1
Capital Projects Manager	1	1	1	1	1
Building Inspector	0.5	0.25			
Public Relations Specialist	1	1	1	1	1
Administrative Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	4.5	4.25	4	4	4

MANAGEMENT DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

The Management Division of Community Services is charged with supervising the functions of the Building Inspection, Engineering and Planning & Zoning divisions. Additionally, the Management Division oversees the Capital Improvement Projects budget and capital construction projects, as well as the Housing Rehabilitation Division-CDBG.

This division includes the Public Communications Office, which provides a direct link between the Town of West Hartford and its citizenry by providing public information through the use of a variety of communication tools to deliver a clear, concise and complete message.

Regular Payroll: The Management Division is staffed with 4 full-time employees. The budget reflects contractual cost-of-living and merit increases for union positions.

Temporary Payroll: These funds are intended to provide office coverage to the public during vacation time or other employee leave.

Education Premium Pay: Members of the clerical union are eligible for education attainment payments of \$480 for an Associates Degree or \$780 for a Bachelor's Degree.

Office Expense: A slight increase in office expense is requested after a substantial reduction had been made in this account to reflect new departmental purchasing policies and greater inventory control. The requested amount is intended to reflect strong inventory and purchase controls throughout the entire department. All appropriate staff members are required to share available supplies whenever possible and no new purchases are permitted without first checking all on-hand inventories.

Dues & Travel: This budget reflects the maintenance of one professional affiliation for the Public Relations Specialist. No out of state travel is permitted. This appropriation has increased \$2,000 (727.3%) to reflect actual mileage reimbursement experience.

Professional Services: Construction Services (Capital Projects) requires American Institute of Architects (AIA) computer services for contract generation.

Printing/Binding Services: The department utilizes the Board of Education print shop for large printing jobs.

Uniforms & Laundry: Provides for replacement of safety shoes.

Telecommunications: This line item funds the costs associated with the desktop telephone services for maintenance, long distance calls and circuits. In addition, cellular phones are included in this account. This appropriation has increased \$1,260 (114.5%) to reflect actual experience.

Vehicle & Equipment Expense: This expense is for gasoline and maintenance of the eleven (11) vehicles assigned to the department plus one (1) pool car. The increase for fiscal year 2013 reflects an increase in gasoline (\$5,000) based upon actual consumption and fuel rates and a decrease in vehicle maintenance (\$1,500).

Social Security: This appropriation is for required federal payments based upon actual wages paid.

Management Division: Public Communication Office

- The Public Communications Office is the Town of West Hartford's first point of contact with residents, community organizations, outside agencies and the media. It connects citizens with appropriate town departments, assists business and community leaders with their projects, and maintains a credible relationship with the media (newspapers, TV, radio, on-line communication sources) that has resulted in nearly 100 news stories a year.
- The Public Communications Office is responsible for providing immediate access to local government information 7 days a week, 24 hours a day, through a variety of ways. It serves as the Town's webmaster and is responsible for the content of the site that has over 3,000 files; and sends over 1,200 electronic list serve messages a year on behalf of the municipality and all sectors of the community to its 5,000 subscribers. In January 2012, a new website was launched for West Hartford and this office was directly in charge of this endeavor. Over 40 web editors in 15 town departments were trained to maintain the new site.
- The Public Communications Office produces written communication to give residents information on their government. Examples include 26 issues of the newsletter *Council Briefs* each year, written on behalf of the Town Manager and distributed widely to the Town Council, community and media; *Council Notes*, a report on town activities and upcoming special events that the Town Manager shares at televised Town Council meetings.
- The Public Communications Office builds awareness and understanding of complex issues through publications, electronic messages, WHC-TV shows, events and news stories. Such issues include critical information to residents of West Hartford during Storm Alfred which left 99% of homes without power, some for as much as 10 days. Other public awareness campaigns include the new Everbridge reverse 911 system known as Citizen Advisory Notification System, proper installation of home generators, revaluation, and bulky and metal waste policy change. The office also successfully obtained the Fit-Friendly Company designation for the Town of West Hartford and launched an employee wellness campaign with Employees Services.
- The Public Communications Office helps organize special events by serving as the liaison between town departments and community and business organizations. In 2011, the most notable events included the annual celebration of Dr. Martin Luther king Jr., Park Road Parade, Halloween Parade, Connecticut Peace Walk, Walk Like MADD, Walk for Lupus, World Tai Chi Day, Whole Pet Event, Hartford Half Marathon and the featured movie production of PAWN.
- The Public Communications Office assisted in creating policies and procedures for the Blue Back Square performance area and is solely responsible for the coordination of that space with town departments, Ronus properties, and many performers and community organizations. In 2011, 130 performances were held in the Blue Back Square public space. These events bring vitality to this new business district which translates to a positive experience for the visitor and businesses and a favorable image for West Hartford.

ANNUAL BUDGET 2012-2013

COST CENTER: ENGINEERING DIVISION

SUMMARY OF REVENUES

	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Licenses & Permits	\$54,508	\$50,000	\$19,567	\$50,000	\$60,000	20.0%
Transfers from Other Funds	<u>43,140</u>					
TOTAL	\$97,648	\$50,000	\$19,567	\$50,000	\$60,000	20.0%

SUMMARY OF EXPENDITURES

	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$802,074	\$766,623	\$320,668	\$766,623	\$816,652	6.5%
Temporary Payroll		5,000		5,000	5,000	
Office Expense	3,897	3,250	2,339	3,250	3,250	
Dues and Travel	2,075	1,350	1,485	1,350	1,875	38.9%
Printing/Binding Services	149					
Uniforms & Laundry	707	630	461	630	630	
Utilities	552,464	402,587	201,294	402,587	442,187	9.8%
Telecommunications	3,325	3,500	1,249	3,500	3,500	
Maintenance & Repairs	792	500	404	500	500	
Social Security	<u>49,129</u>	<u>60,016</u>	<u>21,638</u>	<u>60,016</u>	<u>62,637</u>	4.4%
TOTAL	\$1,414,612	\$1,243,456	\$549,538	\$1,243,456	\$1,336,231	7.5%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised 2011-12</u>	<u>Adopted 2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Town Engineer	1	1	1	1	1
Civil Engineer II	4	4	4	4	4
Engineering Party Chief	1	1	1	1	1
Engineering Technician II	3	3	2	2	2
Engineering Aide II	1	1	1	1	1
Administrative Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	11	11	10	10	10

ENGINEERING DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

The Engineering Division focuses on the safe functioning of the Town's streets, sidewalks, parking lots and traffic control systems (signs, signals, pavement markings). These systems are monitored, records kept, and actions taken in accordance with Federal, State and Town regulations and practices. Staff investigates and documents circumstances of traffic accidents and looks for ways to make roads safer.

In preparation of any town project, the Engineering Division prepares surveys, design plans, specifications and cost estimates for adopted capital improvements which include streets, sidewalks, storm sewers, curbs, culverts, bridges, athletic fields and other town-owned property improvements. Staff also reviews plans for private development. Additionally, all town infrastructure construction is managed by staff from the Engineering Division.

Regular Payroll: The Engineering Division is currently staffed with 10 full time employees. The chart on the following page reflects the reduction in the Engineering Division from 29 positions in 1980 to 11 positions in 2010. The budget reflects contractual cost-of-living increases in accordance with union contracts as well as elimination of a hiring lag (\$25,000) that was reflected in the fiscal year 2012 adopted budget for a vacant position that was filled in January 2012.

Temporary Payroll: The indicated funds are intended to allow office coverage to the public during vacation time or other employee leave. There is no increase in the appropriation for fiscal year 2012.

Office Expense: All division staff assistants share available supplies whenever possible and no new purchases are permitted without first checking all on-hand inventories. The printing/copying budget reflects historical cost for this division.

Dues & Travel: No allowance for membership dues is provided and no out of state travel is permitted. The budget provides funding for all engineering and surveying licenses within this division. This appropriation is increased \$525 (38.9%) based on actual experience with licenses required.

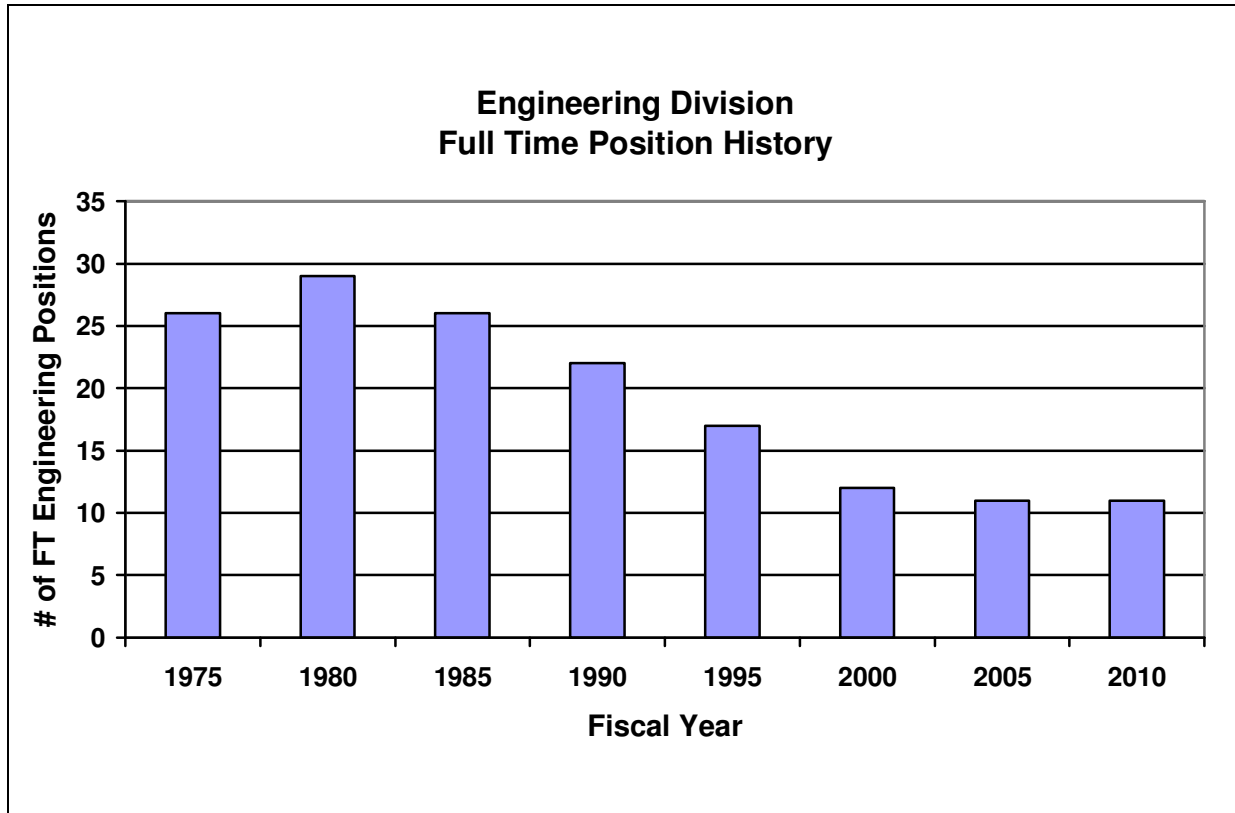
Uniforms & Laundry: Provides for replacement of safety shoes for the division.

Utilities: As previously discussed, this budget reflects an increase in electric (\$26,125) and street lighting (\$13,475) based on actual experience. Due to fluctuating utility expenditures, contributions to the Utility Services Fund by departments are amortized over a two year period. These figures reflect an increase to compensate for the use of surpluses in prior years which offset prior year expenditures.

Telecommunications: This item funds the costs associated with the desktop telephone services for maintenance, long distance calls and circuits, as well as cellular phones.

Maintenance & Repairs: Funds required for survey field equipment maintenance.

Social Security: This appropriation is for required federal payments based upon actual wages paid.



PROGRAM PERFORMANCE MEASURES & INDICATORS

(Calendar Year)

	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Estimate 2012</u>
Street Excavation and Driveway Permits Issued	941	888	935	950
Miles of Street Resurfaced	7.00 miles	7.12 miles	9.95 miles	9.31 miles
Number of Properties Effected	776	750	1,008	1,000
Miles of Street Reconstructed	1.50 miles	2.07 miles	1.32 miles	1.74 miles
Number of Properties Effected	173	250	167	150
Sidewalk Repairs – Number of Properties Effected	250	260	250	300
Private Development Plan Reviews	118	100	110	120

COST CENTER: BUILDING INSPECTION DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Building Permits	\$ 991,939	\$1,200,000	\$499,421	\$1,000,000	\$1,200,000	
Copies	691	500	199	500	500	
Transfers from Other Funds	<u>50,000</u>	<u>50,000</u>		<u>50,000</u>	<u>50,000</u>	
TOTAL	\$1,042,630	\$1,250,500	\$499,620	\$1,050,500	\$1,250,500	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$386,461	\$425,355	\$188,086	\$425,355	\$449,404	5.7%
Temporary Payroll	49,146	41,400	26,825	41,400	27,500	-33.6%
Office Expense	4,413	5,000	2,932	5,000	5,000	
Dues and Travel	1,028	1,500	320	1,500	1,500	
Printing/Binding Services	447					
Uniforms & Laundry	298	420	414	420	350	-16.7%
Information Technology	22,801	23,000	23,677	23,000	23,000	
Telecommunications	5,354	7,375	2,093	7,375	7,375	
Social Security	<u>30,706</u>	<u>35,478</u>	<u>13,595</u>	<u>35,478</u>	<u>35,932</u>	1.3%
TOTAL	\$500,654	\$539,528	\$257,942	\$539,528	\$550,061	2.0%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Supervisor of Inspections	1	1	1	1	1
Senior Building Inspector	1	1	1	1	1
Building Inspector	1.5	1.75	2	2	2
Staff Assistant	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL	5.5	5.75	6	6	6

BUILDING INSPECTION DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

The Building Inspection Division administers the permitting of residential and commercial construction within the community in conformance with national and state building codes as well as local zoning codes. The goal is to improve public safety by ensuring that new construction and alterations adhere to State building codes.

Regular Payroll: In fiscal year 2013, the Building Inspection Division is staffed with 4 full-time Building Inspectors and two (2) Staff Assistants. This budget reflects contractual cost-of-living and merit increases for union positions.

Temporary Payroll: The temporary payroll appropriation for fiscal year 2013 includes one Building Inspector (HVAC). Part-time administrative payroll has been eliminated due to budget constraints.

Office Expense: A substantial reduction was made in this account for fiscal year 2010 to reflect new departmental purchasing policies and greater inventory control. The fiscal year 2013 budget is consistent with the prior year.

Dues & Travel: This appropriation is for Building Inspector licenses, which are required for all four inspectors. Additionally membership in the International Code Council is required by State Building Officials.

Uniforms & Laundry: Provides for replacement of safety shoes.

Information Technology: This appropriation finances the cost of the annual software maintenance contract and license for the building inspection and permitting system which was installed in fiscal year 2009. The maintenance contract provides technical support, as well as annual updates and new releases of the software. The software automates the issuance and management of building permits and provides remote connectivity to inspectors in the field. The internet portal of the application was installed in fiscal year 2011 providing customers with the ability to complete a permit application and schedule an inspection through the internet.

Telecommunications: This item funds the costs associated with the desktop telephone services for maintenance, long distance calls and circuits, as well as cellular phones for appropriate personnel. In-field computers used by all building inspectors require air cards, which cost \$40 per month each. The use of field computers results in more efficient entry of inspection data and paper reduction.

Social Security: This appropriation is for required federal payments based upon actual wages paid.

PROGRAM PERFORMANCE MEASURES & INDICATORS					
(fiscal year)					
	Actual <u>2007</u>	Actual <u>2008</u>	Actual <u>2009</u>	Actual <u>2010</u>	Actual <u>2011</u>
<u>Building Permits & Inspections</u>					
Number of permits issued	3,700	3,992	2,658	2,328	2,325
Value of Permits (in 000's)	\$181,000	\$117,871	\$91,903	\$101,794	\$54,292
Inspections made	8,467	7,337	8,216	6,817	8,475
Average turnaround time on inspection requests	4 days	4 days	2-4 days	2-4 days	2-4 days
Frequency of re-inspections to total inspections	33%	33%	39%	33%	27%
Inspection made per Inspector	1,539	1,334	1,643	1,515	1,842
Average value per permit	\$48,919	\$29,527	\$34,575	\$43,726	\$23,351
Average value of construction per Inspector (in 000's)	\$32,909	\$21,431	\$18,380	\$22,621	\$11,802

COST CENTER: PLANNING & ZONING DIVISION

SUMMARY OF REVENUES

	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Zoning Permits	\$26,233	\$15,000	\$ 9,941	\$15,000	\$15,000	
Zoning Applications	11,727	8,000	5,943	8,000	8,000	
Other Charges for Services	1,433	1,500	976	1,500	1,500	
TOTAL	\$39,393	\$24,500	\$16,860	\$24,500	\$24,500	

SUMMARY OF EXPENDITURES

	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$277,984	\$293,120	\$135,044	\$293,120	\$308,747	5.3%
Temporary Payroll	1,494	5,000	4,186	5,000	2,800	-44.0%
Office Expense	7,828	6,600	3,628	6,600	6,600	
Dues and Travel	1,055	550		550	1,050	90.9%
Advertising	15,935	12,000	6,321	12,000	12,000	
Contractual Services	5,270	5,000	2,783	5,000	5,000	
Telecommunications	831	1,500	277	1,500	1,500	
Social Security	19,767	22,118	9,631	22,118	23,158	4.7%
TOTAL	\$330,439	\$345,888	\$161,870	\$345,888	\$360,855	4.3%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Town Planner	1	1	1	1	1
Associate Planner	1	1	1	1	1
Zoning Enforcement Officer	1	1	1	1	1
Assistant Zoning Enforcement Officer	1*				
Planning Technician	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	5	4	4	4	4

* Position was unfunded in fiscal year 2010 budget.

PLANNING & ZONING DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

The Planning and Zoning Office has three primary functions: plan review and permitting, which includes reviewing of all planned development requiring site plan approval, special use permits, wetland permits, zoning permits, lot splits, subdivisions, special development district approvals and building permits that may include building expansions or change of use; zoning enforcement, which administers and enforces the zoning code of the town and staffs the Zoning Board of Appeals (ZBA); and administrative support to the Town Plan and Zoning Commission (TPZ), Zoning Board of Appeals, the Inland Wetlands and Watercourses Agency (IWWA), the Design Review Advisory Committee and the Conservation and Environment Commission. These Council appointed commissions approve subdivisions, special use permits, wetlands permits and advise the Town Council on zoning changes and special development districts.

Regular Payroll: The Planning and Zoning Division is staffed by two (2) Planners, one (1) Zoning Enforcement Officer and one (1) Planning Technician. The budget reflects contractual cost-of-living and merit increases for union positions.

Temporary Payroll: The indicated funds are intended to allow office coverage to the public during vacation time etc. The appropriation is reduced for fiscal year 2013 based upon anticipated needs.

Office Expense: Office expenses reflect office policies related to inventory control and are consistent with the prior year.

Dues & Travel: Provides for one APA and one CAZEO professional membership. No out of state travel is permitted. The \$500 (90.9%) increase is attributed to actual mileage reimbursement experience.

Advertising: This division is required to publish legal and public notices associated with land use applications for the TPZ/IWWA and ZBA.

Contractual Services: Reflects cost for transcription of hearings.

Telecommunications: This item funds the costs associated with the desktop telephone services for maintenance, long distance calls and circuits.

Social Security: This appropriation is for required federal payments based upon actual wages paid.

PROGRAM PERFORMANCE MEASURES & INDICATORS					
(Calendar Year)					
	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>4 Yr Average</u>
<u>Planning & Zoning</u>					
<u>Applications</u>					
Site Plan	16	15	16	9	14
Special Use Permit	23	15	17	35	23
IWW	31	18	7	13	17
Lot Line Revision	4	5	9	4	6
Lot Split	0	2	1	1	1
SDD	13	8	7	9	9
SUB	2	1	2		1
ZBA	45	43	46	44	45
Zoning Permits	<u>310</u>	<u>306</u>	<u>259</u>	<u>187</u>	<u>266</u>
TOTAL	444	413	364	302	382

TOWN OF WEST HARTFORD

Fiscal Year 2012-2013

BUDGET IN BRIEF

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Community Development Block Grant	\$ 844,452	\$ 823,854	\$ 823,854	\$ 593,938
Prior Year Carryover		<u>98,912</u>	<u>98,912</u>	
Total Revenues & Other Resources	\$ 844,452	\$ 922,766	\$ 922,766	\$ 593,938

EXPENDITURES AND OTHER USES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Housing Services	\$ 425,642	\$ 569,534	\$ 569,534	\$ 308,524
Public Service & CDBG Administration	<u>418,810</u>	<u>353,232</u>	<u>353,232</u>	<u>285,414</u>
Total Expenditures & Other Uses	\$ 844,452	\$ 922,766	\$ 922,766	\$ 593,938

Fund: Community Development Block Grant Fund

Department: Community Services

PURPOSE

One of two segregated funds to account for Federal grant revenues from the US Department of Housing and Urban Development. A budget is adopted each year for the current year grant authorization. There are guidelines from HUD, which place limits on the amount of funding each year that can be used for administration, social service and local option programs and restrict the utilization of funds to low and moderate income beneficiaries.

LONG-TERM STRATEGY

The Town provides Housing Services and Public Services through this fund. Effective July 1, 2006 responsibility for Housing Services was transferred to the Community Services Department and Public Services to the Leisure Services Department. The fund will continue to appropriate its annual grant authorization to fund these services.

FUND PERFORMANCE

	Five Year History of Operating Results				
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u>Revenues:</u>					
Intergovernmental	\$911,000	\$1,214,000	\$911,000	\$859,000	\$844,000
Miscellaneous Revenue		4,000			
TOTAL REVENUES	\$911,000	\$1,218,000	\$911,000	\$859,000	\$844,000
<u>Expenditures:</u>					
Grant Activities	722,000	1,215,000	911,000	859,000	844,000
TOTAL EXPENDITURES	\$722,000	\$1,215,000	\$911,000	\$859,000	\$844,000
TRANSFERS (TO)FROM OTHER FUNDS	\$880,000				
OPERATING RESULTS	\$1,069,000	\$3,000	--	--	--
FUND BALANCE	(\$3,000)	--	--	--	--

CDBG HOUSING REHAB FUND BALANCE	(\$40,000)	(\$61,000)	(\$38,000)	(\$38,000)	(\$44,000)
--	-------------------	-------------------	-------------------	-------------------	-------------------

COMBINED FUND BALANCE	(\$43,000)	(\$61,000)	(\$38,000)	(\$38,000)	(\$44,000)
----------------------------------	-------------------	-------------------	-------------------	-------------------	-------------------

Fund: Community Development Block Grant Fund

Department: Community Services

REVIEW OF PERFORMANCE

The Community Development Block Grant Fund is a formula grant from the Federal government that is used to support eligible public service activities, housing rehabilitation projects and other construction. While two separate funds are utilized to segregate these activities, the source of funding is one Federal grant from HUD. The CDBG Housing Rehabilitation Fund is used to account for grants and loans made to eligible homeowners. This fund also accounts for loan repayments. In order to accurately present fund balance, both funds must be combined and viewed as one. A fiscal year may end with a negative balance only because the drawdown from HUD lags expenditures. Expenditures are shown on a budgetary basis and include end of year encumbrances.

FISCAL YEAR 2012 OPERATING RESULTS

The current year budget is projected to be fully expended. This could fluctuate depending upon actual expenditures and grant reimbursements received prior to the close of the fiscal year. Any remaining balance will be carried over through a budgetary amendment.

FISCAL YEAR 2013 BUDGET

The grant entitlement award for fiscal year 2013 is \$807,938, a reduction of \$195,916 from the prior year. Of this total, \$308,524 is budgeted in the CDBG Fund for: Housing Rehabilitation Administration (\$158,524) and Code Enforcement (\$150,000), while \$214,000 is budgeted in the CDBG-Housing Rehabilitation Fund for housing rehabilitation work. These programs are managed by the Community Services Department, and reflect the elimination of a full-time position due to the grant reduction. The remaining \$285,414 is budgeted for Public Service and CDBG administration and is managed by the Human & Leisure Services Department.

Community Block Grant Entitlement			
<u>Fund</u>	<u>Department</u>	<u>Program</u>	<u>FY 2013 Budget</u>
CDBG (Fund 13)	Community Services	Housing Rehab Administration	\$158,524
CDBG (Fund 13)	Community Services	Code Enforcement	150,000
CDBG - Housing Rehab (Fund 14)	Community Services	Housing Rehabilitation	214,000
CDBG (Fund 13)	Human & Leisure	Hillcrest Outreach	84,182
CDBG (Fund 13)	Human & Leisure	Volunteer Services	34,261
CDBG (Fund 13)	Human & Leisure	CDBG Administration	<u>166,971</u>
		TOTAL	\$807,938

Fund: Community Development Block Grant Fund

Department: Community Services

SUMMARY OF EXPENDITURES BY PROGRAM

<u>Program</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Housing Rehabilitation Services	\$251,145	\$262,200	\$128,406	\$262,200	\$158,524	-39.5%
Code Enforcement	150,000	150,000	100,000	150,000	150,000	
Public Facility Improvement	24,497	157,334	157,334	157,334		-100.0%
Total Housing Services	\$425,642	\$569,534	\$385,740	\$569,534	\$308,524	-45.8%

SUMMARY OF EXPENDITURES

<u>Expenditures</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$126,582	\$133,924	\$61,298	\$133,956	\$64,431	-51.9%
Temporary Payroll	33,038	22,073	15,570	23,936	33,329	51.0%
Education Premium Pay	460	480	336	755	780	62.5%
Office Expense	848	2,500	384	1,000	1,000	-60.0%
Dues and Travel	373	500	262	360	360	-28.0%
Training	270	350	270	270	270	-22.9%
Advertising	400	100		100	100	
Contractual Services	232	400	153	250	250	-37.5%
General Contributions	100,000	100,000	100,000	100,000	100,000	
Telecommunications	1,210	1,500	473	1,200	1,200	-20.0%
Vehicles & Equipment	359	400	160	400	400	
Building Improvements	24,497	157,334	157,334	157,334		-100.0%
Social Security	9,551	10,156	4,592	10,156	4,912	-51.6%
Pension	27,013	31,817	15,909	31,817	17,360	-45.4%
Risk Management Expense	50,809	58,000	28,999	58,000	34,132	-41.2%
Transfers Out	50,000	50,000		50,000	50,000	
Total Housing Services	\$425,642	\$569,534	\$385,740	\$569,534	\$308,524	-45.8%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised 2011-12</u>	<u>Adopted 2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Housing Rehabilitation Specialist	1	1	1	1	
Housing Specialist	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	2	2	2	2	1

TOWN OF WEST HARTFORD

Fiscal Year 2012-2013

BUDGET IN BRIEF

CDBG – HOUSING REHABILITATION FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Community Development Block Grant	\$295,494	\$180,000	\$180,000	\$214,000
Prior Year Carryover		214,110	214,110	
Loan/Grant Repayments	98,414			
Interest Income	8,749			
Miscellaneous	<u>2,030</u>			
Total Revenues & Other Resources	\$404,687	\$394,110	\$394,110	\$214,000

EXPENDITURES AND OTHER USES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Housing Rehabilitation Activities	<u>\$409,563</u>	<u>\$394,110</u>	<u>\$394,110</u>	<u>\$214,000</u>
Total Expenditures & Other Uses	\$409,563	\$394,110	\$394,110	\$214,000

CHANGE IN FUND BALANCE	(\$ 4,876)	\$	\$	\$
BEGINNING BALANCE	(\$ 38,926)	(\$ 43,802)	(\$ 43,802)	(\$ 43,802)
ENDING BALANCE	(\$ 43,802)	(\$ 43,802)	(\$ 43,802)	(\$ 43,802)

Fund: CDBG – Housing Rehabilitation Fund

Department: Community Services

PURPOSE

The CDBG Housing Rehabilitation Fund is one of two funds that receive Federal grant monies from U.S. Housing and Urban Development. Through this fund, grants and loans are made to eligible homeowners and loan repayments are recorded.

LONG-TERM STRATEGY

The fund will continue to offer loans and grants to eligible homeowners to the extent that Federal grant monies from Housing and Urban Development and loan repayment funds are available.

FUND PERFORMANCE

Five Year History of Operating Results					
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u>Revenues:</u>					
Intergovernmental	\$184,000	\$371,000	\$338,000	\$567,000	\$295,000
Loan/Grant Repayments	174,000	65,000	162,000	124,000	99,000
Interest	13,000	13,000	15,000	11,000	9,000
Miscellaneous		2,000	5,000	2,000	2,000
TOTAL REVENUES	\$371,000	\$451,000	\$520,000	\$704,000	\$405,000
<u>Expenditures:</u>					
Grant Activities	380,000	472,000	497,000	705,000	410,000
TOTAL EXPENDITURES	\$380,000	\$472,000	\$497,000	\$705,000	\$410,000
TRANSFERS TO/FROM OTHER FUNDS	(\$1,070,000)				
OPERATING RESULTS	(\$1,079,000)	(\$21,000)	\$23,000	(\$1,000)	(\$5,000)
FUND BALANCE	(\$40,000)	(\$61,000)	(\$38,000)	(\$39,000)	(\$44,000)

FISCAL YEAR 2012 OPERATING RESULTS

The CDBG entitlement grant is projected to be fully expended. This could fluctuate depending upon actual expenditures and grant reimbursements received prior to the close of the fiscal year.

FISCAL YEAR 2013 BUDGET

The total expected grant amount to be used for housing rehabilitation for fiscal year 2013 is \$214,000. These funds, as well as any carryover funds and loan repayments, will be used for loans and grants to low income residents.

TOWN OF WEST HARTFORD

Fiscal Year 2012-2013

BUDGET IN BRIEF

STATE HOUSING AND COMMUNITY DEVELOPMENT FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
---------------------------------	---------------------	----------------------	------------------------	----------------------

Interest Income	\$16,179	\$ 2,500	\$ 2,500	\$
Loan/Grant Repayments	<u>31,271</u>	<u>2,500</u>	<u>2,500</u>	_____
Total Revenues & Other Resources	\$47,450	\$ 5,000	\$5,000	\$

EXPENDITURES AND OTHER USES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
--------------------------------	---------------------	----------------------	------------------------	----------------------

Transfer Out	<u>\$20,000</u>	<u>\$48,000</u>	<u>\$ 48,000</u>	<u>\$ 6,077</u>
Total Expenditures & Other Uses	\$20,000	\$48,000	\$ 48,000	\$ 6,077

CHANGE IN FUND BALANCE	\$ 27,450	(\$43,000)	(\$43,000)	(\$ 6,077)
BEGINNING BALANCE	\$ 26,031	\$ 53,481	\$ 53,481	\$ 10,481
ENDING BALANCE	\$ 53,481	\$ 10,481	\$ 10,481	\$ 4,404

Fund: State Housing and Community Development Fund

Department: Community Services

PURPOSE

This fund was created to meet state requirements to account for housing rehabilitation and development programs.

LONG-TERM STRATEGY

The State Housing and Community Development Fund will continue to receive loan repayments and fund services as its fund balance permits.

FUND PERFORMANCE

Five Year History of Operating Results					
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u>Revenues:</u>					
Interest on Investment	\$ 6,000	\$ 4,000	\$ 5,000	\$ 2,000	\$ 31,000
Loan/Grant Repayments	5,000	2,000	10,000	2,000	16,000
TOTAL REVENUES	\$11,000	\$6,000	\$15,000	\$4,000	\$47,000
<u>Expenditures:</u>					
Operational	\$	\$	\$	\$	\$
TOTAL EXPENDITURES	\$	\$	\$	\$	\$
TRANSFERS TO OTHER FUNDS	\$	(\$20,000)	(\$20,000)	(\$20,000)	(\$20,000)
OPERATING RESULTS	\$11,000	(\$14,000)	(\$5,000)	(\$16,000)	\$27,000
FUND BALANCE	\$61,000	\$47,000	\$42,000	\$26,000	\$53,000

REVIEW OF PERFORMANCE

The fund balance in the State Housing and Community Development Fund has varied based upon grant repayments and transfers to the General Fund to offset the cost of Human Services programs. As of June 30, 2011 fund balance totaled \$53,000.

FISCAL YEAR 2012 OPERATING RESULTS

Interest income and grant repayments of \$5,000 are expected for fiscal year 2012. Transfers of \$48,000 to the General Fund are budgeted, thereby decreasing anticipated fund balance to \$10,000 as of June 30, 2012.

FISCAL YEAR 2013 BUDGET

The budget for fiscal year 2013 includes a transfer of \$6,077 to support General Fund Human Services programs. No revenue is budgeted, as loan/grant repayments will come solely from clients who sell their homes and pay-off their loans.

DEPARTMENT: COMMUNITY SERVICES

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised 2011-12	Adopted 2012-13
	2009-10	2010-11	2011-12		
<u>GENERAL FUND</u>					
Director of Community Services	1	1	1	1	1
Public Relations Specialist	1	1	1	1	1
Capital Projects Manager	1	1	1	1	1
Town Engineer	1	1	1	1	1
Civil Engineer II	4	4	4	4	4
Engineering Party Chief	1	1	1	1	1
Engineering Technician II	3	3	2	2	2
Engineering Aide II	1	1	1	1	1
Supervisor of Inspections	1	1	1	1	1
Senior Building Inspector	1	1	1	1	1
Building Inspector	2	2	2	2	2
Town Planner	1	1	1	1	1
Associate Planner	1	1	1	1	1
Planning Technician	1	1	1	1	1
Zoning Enforcement Officer	1	1	1	1	1
Asst. Zoning Enforcement Officer	1*				
Administrative Assistant	2	2	2	2	2
Staff Assistant	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL GENERAL FUND	26	25	24	24	24
<u>COMMUNITY DEVELOPMENT</u>					
<u>BLOCK GRANT FUND (CDBG)</u>					
Housing Rehabilitation Specialist	1	1	1	1	
Housing Specialist	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL CDBG FUND	2	2	2	2	1
TOTAL COMMUNITY SERVICES	28	27	26	26	25

* The Assistant Zoning Enforcement Officer position was not funded in FY 2010.